



# **SAFETY STATEMENT**

## **OF**

# **MARY IMMACULATE COLLEGE**

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## College History:

- 1898 Founded for the education of Catholic primary school teachers.
- 1901 75 All female students.
- 1990 800 male and female students.
- 1991 College linked with University of Limerick.
- Erasmus and visiting students attending.
- 1,300 Students and 150 Staff.
- 2000 Approximately 2000 students
- 2005 Approximately 2500 students and 250 staff
- 2006 Approximately 2600 students and 250 staff
- 2010 Approximately 3200 students and 300 staff
- 2011 Approximately 3200 students and 300 staff
- 2012 Approximately 3200 students and 300 staff
- 2013 Approximately 3200 students and 300 staff
- 2015 Approximately 3200 students and 300 staff

## DOCUMENT CONTROL

The Safety Statement for Mary Immaculate College was revised in December 2014, after a review by the Health and Safety Officer. The current version of this document is Revision 10, and the Safety Statement complies with all Safety, Health and Welfare legislation relevant to the operations of the College.

## REVISION HISTORY

Revision	Issue Date	Section	Description	Author
Rev 1	01.02.00	All	First Issue	John Coady
Rev 2	01.02.02	All	Update	John Coady
Rev 3	01.06.05	All	Update	John Coady
Rev 4	19.09.05	All	Update	John Coady
Rev 5	22.09.06	All	Update	John Coady
Rev 6	29.04.10	All	Update	Caroline Duffy
Rev 7	01.09.11	All	Update	Caroline Duffy
Rev 8	16.10.12	All	Update	Caroline Duffy
Rev 9	02.09.13	All	Update	Caroline Duffy
Rev 10	15.01.15	All	Update	Caroline Duffy



## **SECTION 1**

### **AIMS AND SCOPE OF THE STATEMENT**

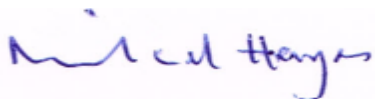
## 1.0 STATEMENT OF INTENT

In compliance with the Safety, Health and Welfare at Work Act 2005 and all related regulations, standards and Codes of Practice, Mary Immaculate College will endeavour to secure the health and safety of every employee, student, contractor and visitor using College property in so far as is reasonably possible. The College is committed to providing;

- 1 A safe place of work.
- 2 Safe means of access and egress
- 3 Safe plant and machinery
- 4 Safe systems of work.
- 5 Information, training, instruction and supervision.
- 6 Suitable protective clothing and equipment where hazards cannot be eliminated.
- 7 A Safety Statement and Emergency Plans
- 8 Welfare facilities.
- 9 A competent person to advise and assist in securing the safety, health and welfare of employees and students.

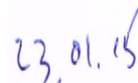
All employees, students and visitors are asked to co-operate with College management to achieve a healthy and safe workplace for all. Each employee is legally obliged under the terms of the Safety, Health and Welfare at Work Act 2005 to take reasonable care of their health and shall not endanger the safety of others by their actions or omissions. Employees are asked to read this document carefully and understand their role in health and safety in the College. This statement shall be reviewed annually and changes shall be made at any time in the light of experience and developments at the College or changes in legal requirements. Suggestions from staff, students and visitors are welcomed and encouraged so that this statement can be continuously improved.

Signed:



Prof. Michael A. Hayes  
College President

Date:



In accordance with the Safety, Health and Welfare at Work Act 2005, Mary Immaculate College carried out a review of the hazards and a risk assessment of all the buildings and grounds on the Campus in the South Circular Road. A risk assessment exercise was carried out by the College Health and Safety Officer; this document has been further updated to include new risk assessments.

The hazards and risks identified are discussed according to their locations

- Summerville House
- Summerville Lodge
- TARA Building/ Teamhair
- Tailteann and Sports Fields
- St Gerard's House and the Mount Building
- Mount St. Vincent Convent building
- Library Building
- Foundation Building and the Residential Block
- Kitchen and Dining Areas
- Halla na Trínóide and Students Area
- Maintenance and Parking Areas

Based upon the hazards that were identified this Safety Statement was prepared and revised and updated to comply with legislation. To comply with the Safety, Health and Welfare at Work Act 2005, the College will update this Safety Statement on a yearly basis.

## **1.1 AIMS OF THIS SAFETY STATEMENT**

The aims of this Safety Statement are to:

- involve the management of the College in the maintenance of safety
- stimulate the necessary action to meet statutory duties

- identify the hazards and outline the necessary actions to be taken
- identify and outline clearly health and safety responsibilities
- establish a systematic follow-through on problems
- ensure resources are assigned to health and safety
- gain commitment from everyone in the College to ensure safety.

To ensure that all regulations and legislation are adhered to, up-dated and acted upon promptly the management of Mary Immaculate College wishes to take the following approach:

- **safe people**
- **safe systems of work and procedures.**
- **safe place**
- **safe plant and equipment**

## **1.2 SAFE PEOPLE APPROACH**

The safe people approach will include

- a) training of employees in safe methods
- b) ensuring appropriate safety skills are available
- c) providing policies and procedures that govern health and safety
- d) providing adequate and competent supervision
- e) resistance to unsafe behaviour
- f) providing information regarding safety and welfare issues
- g) compliance with legislation
- h) reduction or elimination of hazards as far as reasonably practicable and providing personal safety equipment as a last resort.

## **1.3 SAFE SYSTEMS APPROACH**

The safe systems approach will include consideration of:

- a) procedures to be followed in health and safety matters
- b) adherence to safe methods for all employees, students, visitors, contractors etc.
- c) appropriate working environment- lighting, heating, etc.

#### **1.4 SAFE PLACE APPROACH**

The safe place approach will include consideration of:

- a) access and egress within the College buildings, parking and the College grounds
- b) safe construction and design of the workplace with good overall layout
- c) emergency procedures for evacuation and fire drills.

#### **1.5 SAFE PLANT APPROACH**

The safe plant approach will include ensuring:

- a) equipment and machinery is suitable for the jobs being undertaken
- b) good ergonomic detail with adherence to safety specifications
- c) maintenance procedures carried out and records kept.

When compiling this Safety Statement the Safety, Health and Welfare at Work (General Application) Regulations 2007 were taken into account. These duties refer to employer duties, duty to co-operate, to provide for the financial cost of health and safety undertakings, to provide protective and preventative services, ensure emergency and evacuation duties are undertaken, carry out a risk assessment, ensure appropriate training for employees in safe methods, provide information and a consultation process for employees and provide health surveillance with the purpose of protecting the health of all employees.

#### **1.6 MARY IMMACULATE COLLEGE AND COMPLIANCE WITH LEGISLATION:**

- 1. Best Practice in an educational institution
- 2. HSA guidelines
- 3. Acts of the Oireachtas including the Safety, Health and Welfare at Work Act 2005
- 4. Codes of Practice
- 5. Any advice/directive given by competent persons.

As identified in the above, the Health and Safety Officer will review and up-date this Safety Statement on an annual basis. If a change occurs that affects this statement it will be updated without delay.

When compiling this Safety Statement note was taken of the following pieces of legislation and numerous pieces of changes in legislation that affect the workplace.

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations, 2007  
(Eight parts dealing with workplace, use of work equipment, personal protective equipment, manual handling, use of computers (display screen equipment) electricity, work at height, noise at work, vibration at work, protection of children and young persons, protection of pregnant, post-natal and breastfeeding employees, night work and shift work, safety signs at places of work, explosive atmospheres).
- Safety, Health and Welfare at Work (Construction) Regulations, 2001
- Fire Services Act 1981
- Working Time Act of 1997
- Safety, Health and Welfare at Work (Construction) Regulations, 2006
- Public Health (Tobacco) Act, 2002
- Public Health (Tobacco) (Amendment) Act, 2002
- Safety, Health and Welfare at Work (Control of Noise at Work) Regulations, 2006
- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006

## **1.7 SAFETY OBJECTIVES**

### **1.7.1. General Duties**

Mary Immaculate College will ensure that necessary measures are taken to protect the health and safety of all employees, students, contractors and visitors at the campus on the South Circular Road. The College will endeavour to manage and conduct work activities in such a way as to ensure as far as is reasonably practicable the safety of everybody.

### **1.7.2 Provide Information**

Disclosure will be made of general safety and health information to employees and others on any specific risks that may arise. This information will be in a manner and language that is understood by everybody. The information will include the risk identified by the risk assessment, protective

and preventive measures to be taken concerning safety and the names of designated safety personnel.

### **1.7.3. Provide Instruction, Training and Supervision**

Mary Immaculate College will provide instruction and training if appropriate in health and safety matters with appropriate supervision for employees and others at the College.

### **1.7.4 Emergency Evacuations**

Mary Immaculate College will at all times carry out the appropriate emergency evacuations and fire drills and have a plan in place for such events.

### **1.7.5 Non-College Personnel**

Mary Immaculate College will ensure that at all times the safety and health of students, contractors and visitors will be protected and all legal obligations will be fulfilled e.g. contractors will be asked to provide Safety Statements or Method Statements.

### **1.7.6 Employees' Duties**

All employees will be informed of their duties regarding health and safety under the Safety, Health and welfare at Work Act 2005. Mary Immaculate College will encourage its employees and students to participate in health and safety issues, and to cooperate with the College to enable it to comply with health and safety legislation.

### **1.7.7 Duties related to Construction Work**

Any construction activities being undertaken by Mary Immaculate College will be in compliance with the Safety, Health and Welfare at Work (Construction) Regulations, 2006. All persons appointed to carry out design, construction and maintenance work will as far as is reasonably practicable ensure the work is safe and without risk.

### **1.7.8 Protective and Preventative Measures**

Mary Immaculate College will appoint competent persons to perform functions relating to the protection from and the prevention of risks to safety, health and welfare at work.

### **1.7.9 Risk Assessment**

On an on-going basis; risk assessments will be carried out by a competent person, and any appropriate steps required will be taken to reduce or eliminate risks and protect the safety and health of the employees, children, visitors etc.

### **1.7.10 Safety Statement**

This Safety Statement will be brought to the attention of employees and other relevant persons on a yearly basis. The Safety Statement will be updated yearly or with significant changes in the hazards and risks to employees, students or others.

### **1.7.11 Cooperation**

Mary Immaculate College will seek the cooperation of students, contractors and visitors when on the Campus in all health and safety matters.

### **1.7.12 Health Surveillance**

Any issues affecting the health and safety of employees and others will be identified as early as possible and the appropriate steps taken at the earliest opportunity by the College.

### **1.7.13 Medical Fitness**

An employee may in certain circumstances be requested to undergo an assessment by a registered medical practitioner of his or her fitness to perform work activities.

### **1.7.14 Financial Cost**

No employee will be expected to carry any cost or expense arising from any health or safety issue at their place of work.



### **1.7.15 Layout, Design and Maintenance**

As far as is reasonable and practicable the design and layout of all buildings and equipment will take into account relevant safety considerations. A systematic maintenance programme of the buildings and equipment will be put in place and up-to-date records kept of all maintenance work.

### **1.7.16 Reporting of Accidents and Incidents**

All accidents and incidents (near misses) will be reported and recorded on an Accident or Incident Report Form. This data will allow for the analysis of the number, type and source of accidents and incidents and will enable staff to take preventative measures.

### **1.7.17 Personal Protective Equipment**

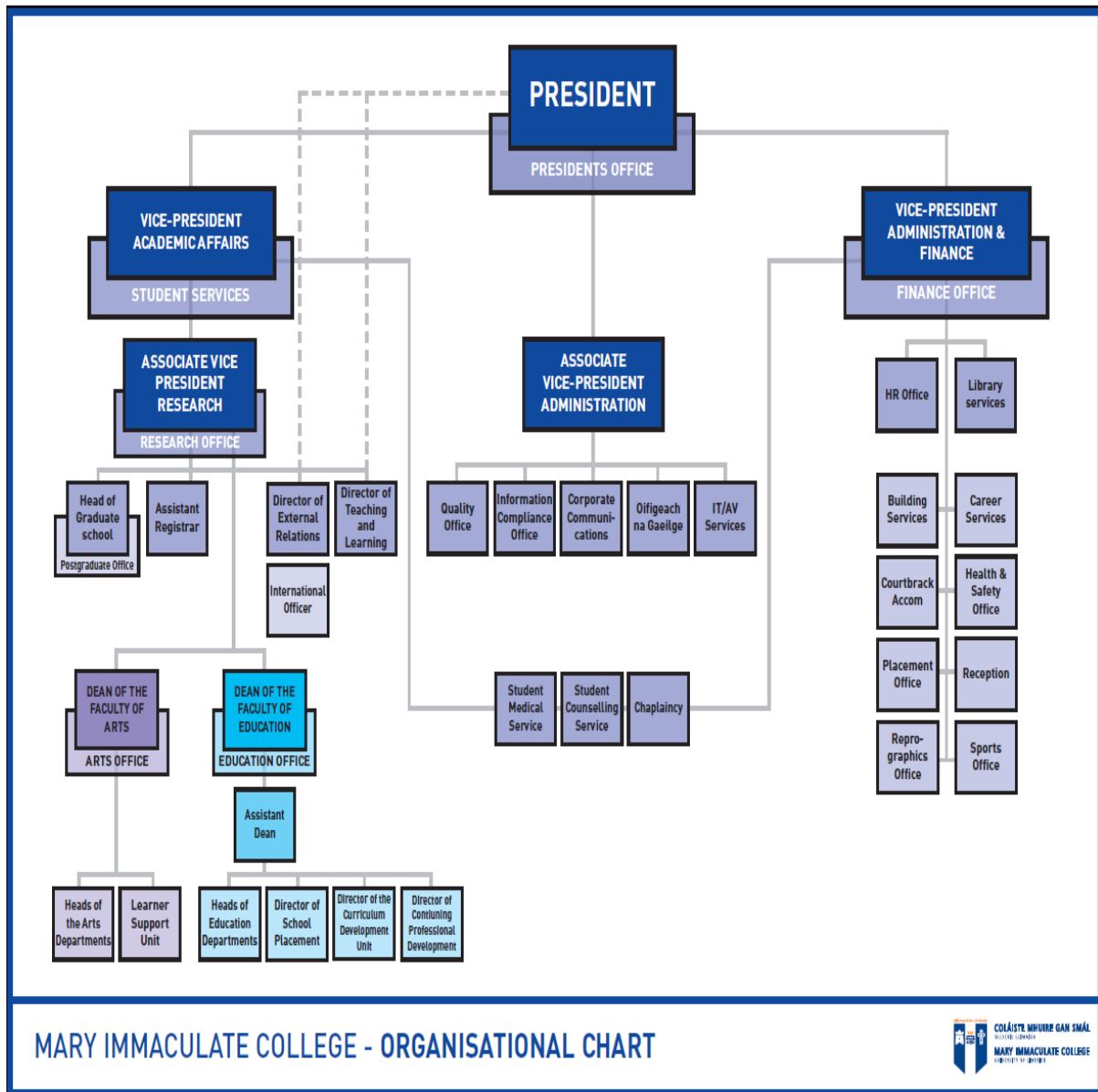
Where a risk requires personal protective equipment is to be provided. Mary Immaculate College will ensure that the appropriate equipment is made available, ensure its correct use and provide adequate training in its use where appropriate.

## **SECTION 2**

### **ASSIGNMENT OF RESPONSIBILITIES**

## 2.1 GENERAL DUTIES AND RESPONSIBILITIES:

Sections 8 to 23 of the Safety, Health and Welfare at Work Act 2005, set out the duties imposed upon the various parties that are likely to be involved within the workplace. The College is committed to ensuring, in so far as is reasonably practicable, that the elements contained within the above sections are implemented. The following is the Organisational Chart within the College.



Each person working at management and supervisory level within the College must ensure the effective implementation of the Safety Statement in their area of responsibility.

## **2.2 GENERAL DUTIES OF EMPLOYERS**

Mary Immaculate College is committed to ensuring, in so far as is reasonably practicable, that in particular the following measures will be implemented within the workplace to enhance the safety, health and welfare of all employees.

This will include:

- Safe place of work
- Safe access and egress
- Safe plant and machinery
- Safe systems of work
- Information, training, instruction and supervision
- Suitable protective clothing and equipment where hazards cannot be eliminated
- A Safety Statement and Emergency Plans
- Welfare facilities
- A competent person to advise and assist in securing the safety health and welfare of employees

All of the above will be dealt with in detail in Section Three of this document.

## **2.3 TRUSTEES AND GOVERNING BODY**

The Trustees and Governing Body have a responsibility to ensure that the College complies with Health and Safety Regulations and good practice.

## **2.4 THE COLLEGE PRESIDENT (on behalf of the Governing Body of the College)**

The College President has overall responsibility for health and safety within Mary Immaculate College and for the implementation, monitoring, auditing and reviewing of the arrangements for the safety and health of all. Some of the main responsibilities of the College President include:

- Understanding the main requirements of the legislation

- Allocating the necessary resources for health and safety
- Ensuring the organisational structure is in place to manage health and safety
- Providing support for directors in policy setting
- Ensuring that health and safety is integrated into the management structure
- Ensuring equal importance is applied to health and safety as to other business functions

## **2.5 HEALTH AND SAFETY OFFICER**

Duties of the Health and Safety Officer under the Safety, Health and Welfare at Work Act 2005 may include but are not limited the following:

- Provide leadership, direction and responsibility for all safety and welfare activities within Mary Immaculate College
- Make management aware of any new or impending legislation and give advice on the implementation of safety policies.
- Ensure that all employees are informed of safety issues that may affect them
- Ensure that suitable and sufficient training is provided at all levels of the organisation
- Where an accident/incident occurs ensure that the reporting takes place and the follow-up investigation and action to prevent a reoccurrence is effected. The Health and Safety Officer would also be expected to monitor trends.
- Provide assistance to managers and employees in relation to safety issues that may arise and the preparation of safe systems
- Take responsibility in the reviewing and revising of policies
- Organise risk assessments from time to time of any new process or work system which are deemed to be a hazard
- Where necessary get the help of a competent internal or external person to assist in auditing/advising on safety matters
- Ensure that fire and emergency procedures are in place and are documented
- Carry out safety audits on a regular basis and report findings.

## 2.6 HEADS OF DEPARTMENTS, MANAGERS AND SUPERVISORS

Within his/her own department each person is responsible for managing and implementing the Mary Immaculate College Safety Policy including Codes of Practice and College rules as approved by the College President and Governing Body.

Heads of Departments, Managers and Supervisors have the following health and safety responsibilities within the College but are not limited to these:

- As far as reasonably practicable to ensure the safety, health and welfare of all employees and students by providing a safe place to work.
- Ensure that a safe system of work is in place
- Ensure equipment is maintained in a safe condition
- Ensure that within their area of responsibility, the safety policy is disseminated, understood and implemented and is in compliance with the Safety, Health and Welfare at Work Act 2005, the (General Applications) Regulations 2007 and appropriate Codes of Practice
- To provide training, instruction, supervision and information to ensure the safety of all in the workplace
- To critically assess the hazards and eliminate or control these and where this is not practicable provide personal protection equipment
- To make an input into safety policy review as the need arises
- When an incident or accident occurs within their area of responsibility, report the occurrence in an accident or incident report form and take the necessary action to prevent a reoccurrence and inform the Health and Safety Officer
- When a specific hazard is identified within their department, that the risk be assessed and measures of control acted upon
- To promote a safety culture within their area of responsibility

- Ensure that all plant and equipment under their control is inspected on a regular basis and defective equipment is taken out of use
- Ensure that all staff are familiar with fire and emergency procedures

## **2.7 EMPLOYEE RESPONSIBILITY**

All Mary Immaculate College staff must take responsibility for their own safety, health and welfare and for that of students, visitors and any other persons who may be affected by their actions or omissions while at work in accordance with the Safety, Health and Welfare at work Act 2005

Employees also have a duty under the 2005 legislation to:

- Work in accordance with College procedures
- Take reasonable care of their own safety, health and welfare or that of any other persons that may be affected by their acts or omissions while at work
- Report defective equipment and dangerous situations
- Notify the Head of Department or the Health and Safety Officer of any known hazards, defective equipment etc., in their area of work
- Comply with management requests and instructions
- Refrain from using damaged equipment or misusing equipment
- Participate in training sessions organised for staff
- Use the correct tools and equipment for the job and shall ensure that tools are kept in good condition
- Only carry out tasks which they feel competent to carry out and refrain from tasks that requires unreasonably high risks

- Ensure that they have access to the College Safety Statement. Employees are obliged to be familiar with the Safety Statement and sign the relevant documentation each year that states the Safety Statement has been brought to their attention
- Wear and use protective equipment where such has been provided and deemed necessary
- Employees are required to ensure that they are not under the influence of an intoxicant to the extent that they endanger their own or others health and safety

(some employees may at a future date be asked to submit to reasonable and appropriate tests in accordance with guidelines to be issued by the H.S.A. Where employees are involved in high risk activities such as using machinery, working at heights, they may come under the scope of the Act).

## **2.8 SAFETY REPRESENTATIVE**

In accordance with the Safety, Health & Welfare at Work Act 2005, Mary Immaculate College has provision for the election of a Safety Representative with a function for maintaining safety standards at the College. The Safety Representative should:

- Have a working knowledge and understanding of the College Safety Statement and Statutory Regulations
- Be involved in consultation in maintaining safety standards in the workplace and make representations as required at Health and Safety Committee meetings
- Allocate time to periodically inspect the workplace and report immediately any hazardous conditions to those responsible. The Safety Representative should keep records of all such inspections and hazards
- Acquire the information training and knowledge to fulfil the functions outlined and to prevent accidents. They shall attend safety talks, seminars, courses etc. This is without loss of remuneration and on College time where necessary
- Investigate accidents and dangerous occurrences and complaints of potential hazards and if required issue a report/recommendations on prevention measures



- Co-operate with the Health and Safety Officer, Inspectors and Insurance Personnel in any accident investigation
- Foster safety awareness in the work place, promote safe working practices and provide information and advice on safety and health to all personnel
- Have a detailed knowledge of emergency procedures in the event of an accident or fire and ensure they are maintained and updated
- Get information from Safety Inspectors on health and safety issues affecting employees
- Accompany an Inspector on any visit to the College.

## **2.9 SUB-CONTRACTORS AND SELF EMPLOYED PERSONS**

Including:

1. Maintenance Contractors
2. Electrical Contractors
3. Pre school classes
4. Landscapers
5. Security
6. Other (Suppliers)

To comply fully with the requirements and specifications of Mary Immaculate College's Safety Policy, Safety Statement and Codes of Practice, College Subcontractors and self employed persons must be familiar with the Mary Immaculate College Safety Policy and have a number of responsibilities. They should:

- Provide their Safety Statement or a Method Statement for the work being carried out when requested to do so
- Bring to the attention of Mary Immaculate College and anyone else who may be affected, any process or use of material that may endanger health and safety while at work
- Shall co-operate in providing and maintaining a safe place of work for their own employees and the employees, students and visitors to Mary Immaculate College

- Ensure that their employees are competent in carrying out the tasks and wear the appropriate personal protective equipment
- Have a duty to report any defects in the plant and equipment, place of work or system of work without delay
- Only use safe and approved equipment
- Ensure that all persons engaged by them whether employees or other contractors are familiar with the Mary Immaculate College Safety Policy
- Depending on the nature of the work may be requested to participate in a ‘permit to work’ system.

## **2.10 HEALTH AND SAFETY COMMITTEE MEMBERS**

The Health and Safety Committee is one of the vehicles used by the College to promote Health and Safety on campus. The Committee meet on a two monthly basis. The names and contact details of the Health and Safety Committee members are available on the Health and Safety Notice Board and on the health and safety section of the College website.

Committee members are required to:

- Review unsafe work practices in the College
- Make suggestions on methods of improving the health and safety of all employees’, students etc.
- Discuss issues recorded in the accident and incident report forms, ensuring appropriate follow up action has taken place
- Give help to the College Management in the formulation of safety policies and procedures
- Ask for more details from Managers on specific safety issues
- Organise and conduct safety audits
- Make submissions and requests to management on Health and Safety matters that effect employees

The following categories of staff are included in the Composition of the Health and Safety Committee:

Director of Human Resources

Health and Safety Officer

Buildings Maintenance Manager

Students Union Manager

Students Union President

\* Two members of the Academic Staff

\* Two members of the Professional Services Staff

College Nurse

**Note:** One member of these groups combined, denoted by \* will perform the role of Safety Representative

## **2.11 STUDENTS AND VISITORS**

While not employed by the College, students and visitors are an integral part of the work of Mary Immaculate College and have a responsibility to ensure that they comply with all safety requirements and policies when in the College. Students and visitors are expected to:

- Take reasonable care for their own safety and the safety of those around them
- Abide by safety notices and warning signs where posted
- Comply with fire safety procedures i.e. alarms, evacuation drills and notices
- Never interfere with any of the College services such as water, electricity etc
- Comply fully with the Mary Immaculate College Health and Safety Policy.

## **2.12 THIRD PARTY COMPANIES BASED ON CAMPUS**

Each company based on the College campus is responsible for the management of the health and safety of their employees and for the safe upkeep and maintenance of all equipment and fixtures under their control.

Each company based on the College campus must:

- (1) provide a copy of their safety statement specific to the work they conduct on College premises to the College Health and Safety Officer.
- (2) ensure that their work and work practices comply with all relevant fire, and Health and Safety Legislation.
- (3) ensure that their employees are made aware of College emergency and evacuation procedures.
- (4) ensure that all defects regarding College facilities or equipment are reported to the Buildings Maintenance Office and any facility/equipment deemed unsafe are immediately take out of service until repairs have been completed.

## **SECTION 3**

### **ARRANGEMENTS FOR SAFETY**

### **3.1 ARRANGEMENTS FOR SECURING SAFETY**

In compliance with legal requirements Mary Immaculate College will endeavour to secure the safety, health and welfare of employees, students, and visitors by the adoption of the following principles:

**Safe People**

**Safe Procedures**

**Safe Place**

**Safe Plant**

#### **Safety Standards**

The College standards for safety are defined by:

1. Acts of the Oireachtas
2. All current safety legislation.
3. Directives.
4. The Health and Safety Authority Codes of Practice and Standards.
5. Developments in mechanical, technical and engineering procedures.
6. Current knowledge and invention.
7. Custom and practice.

The College Management commits to continuously review and update its policy so that the safety of employees, students, contractors and others is protected. The following sections will detail the manner in which safety will be secured and managed.

### **3.2 SAFE PEOPLE**

#### **3.2.1 First Aid**

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 7, Chapter 2, regulations 163 - 166, places a duty on the College to make adequate provision for first-aid equipment and appropriately trained occupational first-aiders. The College has a number of dedicated first aiders in each building. The names and telephone numbers of departmental first-aiders are listed in Appendix 5 of the Safety Statement and are available at each Reception area and on the Health and Safety Notice Board. The location of the first-aid stations/equipment is also referred to in Appendix 6 of the Safety Statement. There is a first-aid kit located at each Reception area.

The College has an active training program providing FETAC Level 5 training courses in Occupational First Aid during the year for both staff and students. Courses are organised over a three-day period and this allows new participants to become first aiders and others to have refresher courses and update their skills. The Health and Safety Officer, Ms Caroline Duffy organises training in first aid for staff and first aid training is also arranged for students by Ms Ciara Cregan, Sports Officer.

The College provides a Medical Centre located in the TARA Building. A doctor attends at regular hours each day during the academic year and a nurse is also available. The Medical Centre is fully equipped with the resources to meet the needs of students. When a staff member or student requires medical attention the nurse is the person called in the event of a serious injury or illness. When a person needs to go to a hospital, a taxi or ambulance is ordered.

There are numerous first aid boxes located in buildings around the Campus. An appointed first aid person will check these for usage and will restock as required on a monthly basis. All of the first aid boxes will be maintained and suitably marked as per the General Application Regulations 2007. The College will ensure that a first aid kit is also kept in the van used by employees and that a first aid kit is carried on all outings involving sports and field trip activities. In the event of an accident resulting in first aid being administered, the first aider shall ensure that a record is made as to the first aid treatment given. Medicines shall not be administered to staff and students other than by medically qualified personnel.

### **3.2.2 Automatic External Defibrillators**

Automatic External Defibrillators (AEDs) are available at a number of locations on the Mary Immaculate College campus. The AED will make early defibrillation available to staff, students, visitors, contractors etc who experience sudden cardiac arrest. The AED is very user

friendly and can be used by trained personnel only. An Automated External Defibrillator (AED) is used to treat victims of sudden cardiac arrest. A defibrillator - also known as an 'Automatic External Defibrillator' or AED - is used to administer an electric shock to a person who is having a cardiac arrest.

A list of the trained AED defibrillator operators and their contact details are available in Appendix 8 of the Safety Statement. The details of the defibrillator operators are also available at each of the defibrillator locations and on the Health & Safety Notice Board. CPR/AED training courses are provided at regular intervals to staff who express an interest in becoming a member of the 'AED Response Team' by a certified training instructor. Refresher training shall be provided to all members of the team on a regular basis.

### **3.2.3 Welfare Facilities**

Mary Immaculate College aims to provide as many facilities as possible for the continued health and wellbeing of all employees, students and others.

These include:

- Full catering service in College restaurant
- No smoking policy throughout the College buildings in compliance with government legislation
- Suitable sanitary accommodation for male and female staff, students, and others are provided at numerous and convenient locations throughout the College. Toilet facilities and shower facilities are provided and maintained in the residential block, in the kitchen area and in Tailteann. All of these facilities are cleaned on a daily basis.
- Most buildings in the College are served with fresh running water that is double filtered and available at numerous points
- Suitable temperatures are maintained within the College buildings
- Suitable ventilation is provided as required in areas such as boiler houses, kitchen etc
- Continuous audits and review of health and safety is carried out including external visits by the Midwest Health Service of the kitchen and dining areas
- The provision of a Health Promotion College Service is available to advise staff and students



- Water used in showers, kitchen and washing areas is tested twice a year to ensure that there is no build up of the legionella virus. This virus can be found in water supplies that are stagnant such as unused showers, unused pipes and when there is rust, scale or dirt in the pipes. If any evidence of the virus is found it is treated with chemicals and records are kept of the work carried out.

### **3.2.4 Smoking**

The No Smoking regulations came into force with effect from 29<sup>th</sup> March 2004. Smoking is prohibited in all College buildings; including work vehicles in the ownership or use of the College for health and fire safety reasons. It is Mary Immaculate College policy to comply with all legal safety, health and welfare requirements as a minimum standard and with relevant guidelines as appropriate.

Mary Immaculate College is committed to providing a clean, safe and healthy environment for all staff, students, visitors etc. Therefore, the College shall take all reasonable steps to ensure that each of its operational buildings are smoke-free and that all of its employees, students etc have the right to work and study in a smoke free environment.

The Buildings Department has installed suitable receptacles at all buildings entrances for cigarette butts. Smokers using the waste receptacles are required to ensure that cigarette butts are properly disposed of. Advice and assistance for smokers who would like to quit smoking is available from the Health Promotion Office, and smoking cessation courses are organised at regular intervals.

### **3.2.5 Safe working environment**

The College commits to provide a safe and healthy working environment for all employees, students and contractors. As most employees work in offices heating will be maintained at reasonable levels with the heating system set to avoid extremes in temperature. The minimum acceptable temperature in this type of environment is 17.5 degrees Celsius; this temperature should be reached within one hour of the commencement of work. The most comfortable temperature is in the region of 20 to 22 degrees Celsius for most office employees. Employees working in workshops, laboratories, music or drama halls require temperatures lower than required for office work.

Ventilation systems where required will be provided, especially in the kitchen, toilet facilities, and areas where dust may be an issue. The College will ensure that all ventilation systems in place will be checked and cleaned as required on a regular basis.

### **3.2.6 Noise**

Part 5, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with noise in the workplace. Exposure to high levels of noise, either continuously or as a loud sudden ‘bang’ from equipment, can have a number of physiological and psychological effects on employees including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents. The risk resulting from the exposure to noise in the College will be eliminated at source or reduced to the lowest level as far as is reasonably practicable taking account of the technical progress and the availability of measures to control noise particularly at source. Training will be provided and health surveillance will be made available to staff where the risk assessment reveals a risk to their health. In this regard the College will fully abide by the terms of the Noise Regulations 2006.

Noise is measured in units known as decibels dB (A). However as a rough guide, if it is difficult to hear a normal conversation at a distance of 2m from the person speaking, it is likely that the noise levels in the area are above the levels permitted under these regulations (i.e. over 80dB (A)). The noise regulations require the College to take specific action at certain action values. These are the daily noise exposure levels or the peak sound pressure levels which, if exceeded, for an employee, action will need to be taken to reduce the risk.

Employees, students and others will be informed:

- If the noise level is likely to exceed 85 dBA and of the potential risk of damage to hearing, about the measurements taken of the noise levels and an explanation of the significance of the results
- about what is being done to reduce the noise levels

**Actions that will be taken at the College when the noise exposure level is too high**

When the noise exposure level exceeds the First Action Level of 80dB (A), the College (in addition to reducing noise levels by general action) will inform each potentially affected worker of the following:

- the results of the measurements taken of the noise and the possible risk to their hearing
- Results of preventative audiometric testing
- what measures are being introduced to reduce the noise levels in the workplace
- the advisability of wearing hearing protection that's individually fitted and where and how to obtain it
- hearing checks that are available
- provide any necessary information and where relevant training

When the noise exposure level is above 85dB (A), the Second Action Level the College will:

- Identify the reasons for the excess noise and put in place a programme to reduce it. This could be either of a technical nature or of organisation of work or both.
- Provide the services of a registered medical practitioner to carry out hearing checks and audiometric testing.
- Put up clearly visible and legible signs indicating that the noise level in the area is likely to exceed 85dB (A), in accordance with the Safety, Health and Welfare at Work General Application Regulations 2007.

### **3.2.7 Lone Workers**

Lone workers are those who work by themselves without close or direct supervision. Lone Workers at Mary Immaculate College include staff working alone in offices, Reception, Security etc. Hazards that lone workers may encounter include, accidents or emergencies in the workplace, physical violence from members of the public and/or intruders.

Mary Immaculate College has measures in place for protecting the safety and health of lone workers. Nonetheless, lone workers also themselves have a responsibility to help the employer, Staff that can be classified as lone workers at Mary Immaculate College must:

- Take reasonable care to look after their own safety and health
- Safeguard the safety and health of other people affected by their work
- Co-operate with their employer's safety and health procedures

- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

The following controls are used to manage lone workers at Mary Immaculate College;








- Communication is very important – use of mobile phone, telephone etc, regular communication with the office and other locations where lone workers are working
- Instruction and training in proper procedures
- Locking and securing place of work
- Implementing correct incident reporting procedures

### **3.2.8 Personal Protective Equipment**

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2 Chapter 3, no. 62-67, stipulate that personal protective equipment (PPE) must be provided where risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation. It is necessary that the hierarchy of control measures is taken into account. It is the policy of the College to eliminate all hazards where reasonably practicable and assess what PPE is required only when further risk reduction is not feasible. To this end the College will provide personal protective equipment (PPE) where (i) it is statutory to do so and (ii) where the risk identified requires this. Personal protective equipment (PPE) will be given where it is not reasonable or practicable to eliminate or control the hazard by other means. The College will provide and maintain personal protective equipment (PPE) in compliance with the 2007 Regulations and for the benefit of all employees.

Prior to purchasing PPE, the College will assess the suitability of the equipment. This will reference not only the nature of the hazard, but also how it fits the wearer, how it fits with the use of other PPE and clothing and how it fits in with the work employees are involved in. PPE that is used more than once must be inspected on a regular basis to ensure that it is still suitable.

Table 1. Recommended Types of Personal Protective Equipment.

<b>PART OF THE BODY</b>	<b>HAZARDS</b>	<b>TYPE OF PROTECTION PROVIDED</b>
 <b>Eyes</b>	Chemical splash, dust, projectiles, gas and vapours	Safety glasses, goggles and visor.
 <b>Head / Neck</b>	Impact from falling objects, bumping head or other head injuries	Hard hats
 <b>Breathing / Lungs</b>	Dust, vapour, gas	Dust masks, respirators
 <b>Body / Trunk</b>	Temperature extremes and adverse weather etc.	Overalls and disposable overalls, special protective clothing, aprons and high visibility wear.
 <b>Hands / Arms</b>	Abrasions, temperatures, cuts, bruises and punctures, chemicals, electric shock, skin infection, vibration	Gloves, gauntlets and armlets
 <b>Feet / Legs</b>	Wet conditions, slips, trips and falls	Safety boots and shoes, rubber boots
 <b>Ears</b>	Noise induced hearing loss	Muffs and plugs

The College will train its employees in the use of personal protective equipment (PPE) where necessary and will provide refresher courses if required. Under legislation and the (General Application Regulations 2007) all employees are obliged to use the equipment provided where appropriate, use the equipment for the intended purpose and to report any faults that they find. Table 1 illustrates the personal protective equipment (PPE) in use at the College, and includes gloves for various cleaning and maintenance tasks, ear protectors and safety shoes used by maintenance personnel. Employees use Stanley knives during their work and will be made aware of the dangers and the need to use appropriate gloves.

Maintenance personnel wear goggles, face masks, high visibility vests and hard hats are worn during some activities. Some employees may prefer to use earplugs instead of the normal ear protectors. The College has one safety harness for maintenance employees and provides training in its use. Where necessary if the personal protective equipment (PPE) is damaged or not suitable

for the task, the College will replace the equipment and ensure that damaged PPE is taken away and scrapped if necessary.

### **3.2.9 Pregnant, Postnatal and Breastfeeding Employees**

Part 6, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Pregnant, Postnatal and Breastfeeding employees. The College will assess the employees work to establish what risks may be present that could affect the pregnancy, or the postnatal employee and implement protective measures to guard against the risk. The College wishes to comply at all times with the Maternity Protection of Employment Act of 1994, and the Maternity Protection (Amendment) Act 2004 regarding a pregnant employee and will make the following arrangements accordingly. On receiving notification from an employee of pregnancy, recent birth (within the last 14 weeks) or breast feeding the Health and Safety Officer will arrange to oversee the duties of the employee and carry out a risk assessment of her work.

The Health and Safety Officer will assess the risks and take any appropriate action deemed necessary to ensure the safety of the expectant mother. General hazards of shock or movement, posture, handling of loads, and extremes of heat and cold are the main hazards. Where there are risks present, the College will look to prevent exposure or take the protective measures necessary to control the risk. Where a satisfactory reduction of risk cannot be achieved through these control measures, then the College will look to provide alternative work that does not pose a risk. Ultimately, where there is no alternative work and the risk cannot be reduced, then the regulations provide for 'health & safety leave'. Health and safety leave will be seen as a last resort and only when the risks from the task cannot be reduced to a sufficient level and there is no means of providing alternative work.

As the pregnancy develops, certain aspects may become more of an issue and a greater risk. Therefore, even if in the earlier stages of the pregnancy, the task poses a relatively low risk, this might not be the case for the later stages of the pregnancy. The College will review the risk assessment with the employee on a regular basis. Schedule 8, Part A, B and C of the 2007 regulations list certain chemicals, agents, processes and specific hazards to pregnancies and postnatal employees that will form part of the assessment process. If they do not exist in the workplace, then this will be stated. The College provides a Mother and Baby Room for employees and students at the College.

### 3.2.10 Manual Handling

As part of the SHWW (General Application Regulations, 2007) Mary Immaculate College will ensure that a risk assessment is carried out for manual handling tasks performed by employees. Where a risk of back injury is identified, the College will put the necessary controls in place to reduce the risk to employees. Part of the controls may include training for employees at risk from manual handling duties in order that they may carry out a lifting task without causing damage to their safety and health, or to that of others and reduce the risk of back strain or injury. The aim of this training is to make employees aware of the prolonged damage to the spine that may result from not adhering to the principles of manual handling, encourage the use of machinery where possible and not take a short-cut when lifting a load.

During the risk assessment that was carried out the following were identified as high risk manual handling issues for the employees carrying out these tasks:

- Employees working in the library handling and storing boxes of books
- Office staff who handle A4 paper, exam scripts and other print material
- Maintenance personnel who handle furniture, equipment and carry out repairs
- Employees working with I.T. equipment.

The College will try to prevent accidents involving manual handling injuries through risk assessments, good ergonomics and training. The College will follow best practice in manual handling as outlined by the HSA in the document 'Guidance on the Management of Manual Handling in the Workplace'.

To comply with these regulations the College will:

- develop a policy on manual handling and may include such issues as the frequency of assessments, reporting of accidents involving manual handling etc
- initiate a consultation process with employees
- assess the risk attached to the tasks and activities
- ensure that the appropriate training is being provided
- examine the role of ergonomics in the work activity

Currently maintenance staff receive manual handling training on a three-yearly basis in accordance with the General Application Regulations 2007. The College has extended this training to include persons at risk in the library, I.T. functions and those involved in some office tasks.

Other College staff not directly involved in manual handling tasks may require demonstration and advice of the best practice for the type of work they carry out. Employees who are involved in working with VDUs and who may be at risk of suffering from upper limb pains due to holding a part of the body such as the back or neck rigid for a long time are at risk of developing musculo-skeletal disorders (MSD). The training and demonstration may refer to issues such as the type of chair to use, the best and most comfortable posture, the height of the desk, VDU use and so on.

Most of the desks and work stations visited during the risk assessment complied with best ergonomic practice. The College will consider best ergonomic practice in the storage of all files, books, A4 paper etc on an ongoing basis. All offices will have shelving which will be kept to a height of 1 to 1.5 metres high. The College provides various lifting equipment and aids such as hand trucks and trolleys and the need and use of these will be reviewed on a regular basis.

Where there is a risk associated with manual handling work being carried out by a contractor, the College will insist that the appropriate risk assessment be carried out, that controls have been put in place and that the appropriate training has taken place. Contractors are expected to address these issues in the Safety Statement presented to the College before commencement of work.

### **3.2.11 Dignity and Respect at Work**

Mary Immaculate College has a documented policy and procedures for Dignity at Work in place that clearly outlines that any form of bullying, harassment, sexual harassment or behaviour that infringes upon the right of the individual to dignity will not be accepted or tolerated at any time. All staff are required to familiarise themselves with and abide by this policy at all times, and attend appropriate training sessions arranged by the Human Resources Office. The College is committed to providing a work environment that is free from all forms of bullying and harassment; which may adversely affect the dignity of staff.

Examples of bullying behaviour and harassment that may arise include:



- Undermining of a member of staff or student
- Limiting communication to memo, email or a third party in lieu of speaking directly
- Changing a person's job description without consultation
- Threats of disciplinary action for minor incidents
- Targeting a person in a negative manner
- Manipulation by rumour, gossip, innuendo
- Intimidating a member of staff or student, using obscene language or jokes etc

Harassment may include any act or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that may be regarded as offensive, humiliating or intimidating. The policy and procedures for Dignity at Work sets out the measures the College has in place to reduce the risk of such incidences on the Campus.

The policy also outlines how issues of sexual harassment are to be tackled in the College. Sexual harassment may include any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that a reasonable person would consider to be sexually offensive, humiliating or intimidating.

The policy and procedures for Dignity at Work outline how a member of staff can bring a complaint to the attention of the College Authorities and the steps the College will take to follow up a complaint. Confidentiality is assured at all times. The College will provide suitable training for persons in the organisation dealing with complaints and in some circumstances may get professional assistance from an external source. Part of the outcome and resolution of the complaint may include counselling for the victim and training for the bullies or the instigator of the harassment.

The policy clearly outlines that disciplinary procedures may be invoked in certain circumstances. The College will bring the policy to the attention of all employees in the College by Dignity at Work training sessions organised by HR, by email and/or department meetings.

### **3.2.12 Policies on Grievance, Complaints and Discipline**

Mary Immaculate College has policies in place to deal with grievances that employees or students may have, complaints they may wish to make and the discipline that may follow from unsafe or

unacceptable behaviour within the College. The policies outline how grievances and complaints can be expressed to the College Authorities.

The appropriate authority within the College will investigate the grievance or complaint and will keep appropriate records of the investigation carried out. Any sanctions or discipline will be in accordance with the measures outlined in the disciplinary policies. Any grievances, complaints or allegations will be investigated thoroughly without reprisals being visited upon the complainant. Confidentiality will be maintained at all times. Following the grievance or complaints procedure any risk to the health and safety of an employee or student will be assessed and precautions taken to avoid and eliminate any such risk. The Management of the area of responsibility will decide on the course of action to follow in the aftermath of a complaint, incident or disciplinary action.

### **3.2.13 Workplace Stress**

The College adheres to all aspects of the Safety, Health and Welfare at Work Act, 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Due to various work situations, staff members may experience stress at the College and may need assistance to cope with some of the resulting issues. Stress may emanate from the hours worked, work load, role ambiguity, conflict, boundary roles, responsibility, job control, the position held within the College and the advent of new technology. The effect of stress in the long term may lead to such issues as poor decision making, difficulty in concentrating, a feeling of being unable to cope and tiredness. If not tackled these issues may affect the health of the employee and contribute to long term ailments such as high blood pressure, heart attack, migraine and asthma.

The College will develop a policy to deal with stress in the workplace and present this in draft form to the College Authorities. The policy will focus on the well being and safety of the employee, a consultation process for employees, staff training and providing support systems. With signs of stress at work, Heads of Departments, Managers and Supervisors shall be expected to carry out a risk assessment of an individual's work and put controls in place to deal with the issues.

Examples of controls may be:

- provide training and supervisory support
- reassign the employee to different duties

- reduction or change the work level for the employee

Part of the policy will deal with the support the College will provide for an individual who may suffer from stress. Some of the measures that may be considered include the provision of material and physical resources, training and knowledge and information in dealing with new technology.

### **3.2.14 Training and Instruction**

The College is committed to providing appropriate and effective health and safety training for all employees. The College expects all employees to co-operate with all training provided. Training will be provided, as necessary, to ensure that employees have the necessary skills and knowledge to organise their work safely without risk. An annual training needs analysis is drafted at the start of the calendar year and considers at a minimum, the following training types; manual handling, first aid, Visual Display Unit (VDU), fire safety and on site security measures. Additional training types will be provided to meet specific needs as they arise.

On commencement of employment with Mary Immaculate College, employees at the College will receive Health and Safety Induction training as part of the ongoing health and safety plan.

The aim of the Induction training programme is to help employees:

- a) identify the hazards they may encounter at work
- b) build an awareness of safety rules and regulations
- c) communicate the correct message to employees
- d) Get employees used to the concept of safety and for other instruction that will follow e.g. manual handling, fire drill etc.

When the risk assessment of a procedure / process / machine is carried out, any training requirements specific to health and safety will be identified and procedures put in place to carry out such instruction.

The following are specific health and safety training and instruction courses that may be carried out at Mary Immaculate College:

- I. Health & Safety Induction Training
- II. Occupational First Aid training (FETAC Level 5 Certificate)
- III. Occupational First Aid Refresher Training (FETAC Level 5 Certificate)

- IV. Fire Warden Training
- V. Fire Safety and the Fire Drill
- VI. Manual handling and follow up refresher courses
- VII. AED (Automatic External Defibrillator) Training courses
- VIII. Evacuation Chair Training
- IX. Construction Safe Pass Training
- X. Engineering- safety methods
- XI. Safe use of machinery
- XII. Use of personal protective equipment (PPE)
- XIII. Training in dealing with Bullying, Harassment and Stress in the Workplace
- XIV. Safety Representative and Manager/Supervisor Training in Health and Safety
- XV. Training in the Safe Use of VDUs

To comply with the 2005 Act the College is aware of the need to provide training and awareness in safety matters to employees following their recruitment or employees being transferred to tasks that are unfamiliar to them. The College will also inform employment agencies of the skills required when recruiting temporary employees.

When the services of a Sub-contractor are used by the College, every effort will be made to ensure workers are competent in their work and have received appropriate safety training.

This may be done by the Subcontractor through the commitment given in the

- Safety Statement
- Method Statement
- Training records provided
- Information received from training organizations

The College recognises its responsibility in ensuring that employees working for a contractor, temporary employees or part time employees have been given appropriate training and instruction in safe methods and in the work to be carried out. Extra care will be given to employees whose command of the English language may be poor. The College will ensure that the employees working for a contractor will understand the training being provided through means of an interpreter if required.

### **3.2.15 Student Welfare Issues**

With a student population of over three and a half thousand persons, many safety and welfare issues arise for students when on Campus during the College year. Health and welfare issues that may arise include:

- stress of dealing with studies and exams
- issues of drugs and alcohol
- illness that may effect the student population such as mumps
- loneliness
- other

Many areas of the College deal with student issues. These include the Student Services Office, Students Union Office and the Counsellors provided to help deal with student problems. The College also provides a Chaplaincy service, a Medical Centre staffed by a full time nurse and a doctor on site daily, a Student Resident Supervisor based in the Residential Block, numerous publications on student health and welfare issues where information can be found.

When an employee or student becomes aware of a health or welfare issue affecting a member of the student population he/she is expected to bring this information in confidence to the attention of the appropriate personnel who will provide the available professional support that may be required.

### **3.2.16 Resources for People with Special Needs**

Mary Immaculate College will take all reasonable efforts to cater for employees, students or visitors who may have special needs. The College commits to have a policy preventing discrimination against a person with Special Needs. The College further commits compliance with the Disability Act of 2005 and any other legislation that applies to Persons with Special Needs. Specific risk assessments will be completed to take the needs of people with disabilities into account. Preventative measures will be put in place as identified by the risk assessment. Individual emergency egress plans will be prepared if required.

All buildings on the campus have been made wheelchair accessible. Examples of this include:

- The installation of ramps in all College buildings that have steps
- Provision of Evacuation Chairs in College buildings

- Provision of a chair lift in the library
- Arrangements for staff and students with special needs to go up and down in the lifts provided.

Arrangements are in place and are under constant review to enable Persons with Special Needs to exit the building safely during an emergency evacuation. When the College becomes aware of an employee or student with special needs, the Health and Safety Officer carries out a risk assessment of the issues associated with the person being on campus. The main consideration is how the employee or student can gain entry to and exit from their work place or from the various lecture theatres they may be required to attend. Appropriate arrangements will be made to remove any restriction that may be discriminatory to an employee or student.

For employees and students who may need to gain access to the upper levels of the Library, Foundation Building or Summerville House a lift is available. The College has given consideration to the safest method to remove a person with Special Needs from buildings in the event of an emergency. Evacuation chairs have been installed in the College in multi-storey buildings and a number of College staff have received training in their operation. A list of trained staff operators for the Evacuation Chairs is given in Appendix 3, on page 134 of the Safety Statement. The locations of the evacuation chairs are detailed in Appendix 4, on page 136 of the Safety Statement.

On an ongoing basis the College will provide welfare facilities in each building for Persons with Special Needs, reserve car park facilities and commit to the removal of steps with the installation of ramps where it is reasonable to do so around the campus.

### **3.2.17 Occupational Health**

Mary Immaculate College is committed to pursuing a positive policy towards occupational health matters and will where possible facilitate arrangements for health checks and vaccinations (e.g. Hepatitis, etc) to ensure the safety and welfare of staff is protected.

Any member of staff who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Line Manager, of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

### **3.2.18 Employee Assistance Programme (EAP)**

VHI Corporate Solutions provide a readily accessible, free confidential counselling and information service, called the Employee Assistance Programme (EAP).

The aim of this service is to:

- Provide a support service for all staff.
- Assist staff in overcoming difficulties, thus ensuring that the problems do not adversely affect attendance and job performance.
- Promote good physical and emotional health amongst employees.
- Improve the quality of the person's life.
- Assist management in maintaining a happy, motivated and committed workforce.

Mary Immaculate College staff can access the EAP themselves; in times of crises or emotional distress. The EAP can provide practical assistance and emotional support over the phone or via email, support is available 24 hours a day, 365 days a year. The contact details are as follows, freephone 1800 995 995 or email [eap@vhics.ie](mailto:eap@vhics.ie). A counselling service can also be availed of locally for free, confidential, face-to-face counselling.

The EAP service can help you or your family with problems in any of these areas:

- Personal/Family: e.g. relationships, parenting, bereavement, financial, illness
- Psychological: e.g. depression, anxiety, addiction (drugs and alcohol)
- Work related: e.g. stress, returning to work, responsibility at work, retirement issues

The College recognises that staff members and their family members may experience difficulties in these areas and we believe that by having an EAP in place will help in resolving issues as quickly as possible. We also recognise that it is in everyone's best interest to ensure that personal and work-related problems are solved as early as possible. No information in relation to any particular employee is ever released to the employer.

### **3.2.19 Organisation of Working Time**

To comply with the provisions of the Organisation of Working Time Act of 1997 and 2002 all Managers and Supervisors in the College will ensure that employees under their supervision comply with the legislation by not working more than forty eight hours per week on average over a four month period. The act also refers to various break times for employees and the College will ensure that all employees are allowed take the minimum breaks during the working day.

Employees, managers, technical or professional staff may be exempt from the 1997 Act if they decide on, and control their own working time or may have their work spread out over the day.

### **3.2.20 College Policy on Alcohol and Misuse of Drugs**

As part of the rules of the College the consumption of alcohol in the College is restricted and the misuse of drugs forbidden. Mary Immaculate College has a policy that clearly explains to all employees and students the rules governing the use of alcohol and misuse of drugs on the Campus. Alcohol consumption by employees involved in College work off Campus is restricted and outlined in the policy. Under no circumstances should any employees or students involved in driving duties on behalf of the College consume alcohol or misuse drugs. The College will not accept any situation where an employee attends work under the influence of alcohol and disciplinary procedures may follow if the situation arises.

In compliance with the new employee duties contained in the Safety Health and Welfare Act 2005, the College requires all employees not to be under the influence of an intoxicant to the extent that they endanger their own or any other person's safety. The College may at a future date (depending on legislation and the risks associated with the employees work) ask employees to take tests that measure the level of intoxicant in the body. Any such tests will be carried out with the consent of the employee and in accordance with College policy.

Only a medical practitioner will be allowed to carry out such tests. As part of the policy, the College will have a procedure to follow if it becomes aware of an employee or a student who is addicted to an intoxicant. An employee or a student should refer such a person to a senior member of the College Staff, to the counselling service or chaplaincy in confidence. In the case of an employee the HR Department should be contacted in confidence to organise medical and counselling support for the person.

### **3.2.21 Supervision**

Heads of Department, Line Managers and Supervisors at Mary Immaculate College will ensure that appropriate supervision is provided for all activities being undertaken. The College will provide information and training to the Heads of Department Line Managers and Supervisors in health and safety issues to allow them take appropriate steps to reduce the risk of accidents. In compliance with best practice; instructions will be given in a manner and language that will be



understood by employees. Account will be taken of the employee's capabilities in relation to the task assigned to him/her. In many situations within the College, employees are competent to carry out tasks unsupervised, however protection will be given to employees and students from specific dangers that may affect them. Examples of areas requiring ongoing supervision within the College include:

- activities being organised in the Halla and TARA Building
- all activities involving children on the Campus
- College activities where a large number of students are involved
- activities involving Tailteann, including sports and games
- activities where money is being collected or distributed
- maintenance tasks and the use of equipment
- working at heights and electrical duties
- manual handling and housekeeping tasks
- when a permit to work system is in operation
- occupancy rate of lecture rooms being adhered to
- using the kitchen and dining facilities
- parking facilities and the layout of the College grounds

Though not exhaustive, the above outlines some of the activities for which ongoing supervision will be required and provided. Heads of Department, Line Managers and Supervisors will ensure that the health and safety implications for new employees, employee's being transferred to unfamiliar tasks and changes in the method of work are taken into account. The College will also ensure that employees working for a contractor are suitably supervised and appropriate training is provided for them in health and safety issues. Where there is a danger to the safety and health of employees, Heads of Department, Line Managers and Supervisors will provide information on the correct method and system to follow in order to reduce the risk of accidents.

### **3.2.22 Using VDUs**

Employees and students using VDUs at the College have an increased risk of upper limb pains, effects of the screen on the eyes, fatigue and stress. To meet the Safety Health and Welfare Regulations of 2007 the College has put in place furniture that is suitable, ample space for an employee or student using such equipment and appropriate lighting to reduce glare reflecting on the screens. All cables will be in a neat and tidy manner with good housekeeping rules adhered to.

The College may ask employees who use VDUs on an ongoing basis as part of their work to undertake training in the safe use of this equipment. Any training will concentrate on the need for employees to maintain good posture, instruction on the general principles of ergonomics and the proper adjustment of chairs, furniture, screens, keyboard, lighting and so on. The College commits to providing all employees and students with furniture that meets with ergonomic best practice and seating that can be adjusted with ease and has support for the lumbar region of the back.

Mary Immaculate College is committed to the provision of eye and eyesight testing for employees who are Visual Display Unit (VDU) users as described in the General Application Regulations 2007. The Health and Safety Office operates a PC based VDU vision screening programme. New staff, all categories of VDU users - administration, technical and academic are advised to undertake same upon commencement of employment.

The provision of a VDU Eyesight Screening Test applies to all permanent and contract staff of Mary Immaculate College who use VDUs for a significant part of the working day. The HSA define this as use of VDUs for continuous periods of more than one hour per day. An arrangement has now been put in place with Specsavers Opticians for the provision of this service.

### **3.2.23 Children on the Campus**

As a College of Education, children come onto the College Campus for many events during the year. Apart from being a visitor accompanying a parent or guardian children can be expected on the College Campus during the following events:

- During Summer Camp and Events organised in the College for e.g. Student Parent events.
- When attending plays, musicals and so on.

The College commits to having reasonable supervision of all children when on the Campus and provide suitable methods of ensuring their safety. Members of the College who have contact with children on campus in pursuance of their duties or in fulfilment of the requirements of their programmes of study should make themselves familiar with the Child Protection Guidelines. The

Children on Campus Guidelines also apply to Mary Immaculate College staff and other persons bringing children to Mary Immaculate College.

Children take part in summer camps and musical events at the College and will be brought to the events by a parent or guardian. The College will ensure that the arrangements for the parking of vehicles is reasonable to deal with the volume of cars involved at the start and at the end of these events. These events take place when there is less pressure on the parking arrangements out of normal business hours and during the summer and holiday periods. Parents or guardians should be reminded of the need to lock their vehicles and ensure the keys are removed when on College grounds.

Children will only be asked to perform reasonable tasks during Summer Camp, when on stage and so on. When in Tailteann, care will be taken that children use floor mats around climbing and sliding equipment to avoid falling on the floor. When an outside agency is using the College Campus for a children's event, a copy of their Safety Statement will be required by the Health and Safety Officer prior to the event taking place and should include a risk assessment and the necessary controls. The Safety Statement will look at all the hazards to which children may be exposed to when on the Campus and the arrangements in place to avoid any accident or injury.

### **3.2.24 Health Promoting College**

Mary Immaculate College is the first third level institution in Ireland to be designated a Health Promoting College. Health Promotion comprises the overlapping spheres of Health Education and Health Protection and thus is a central element in the promotion of the health and wellbeing of any organisation or community, in this instance the community of Mary Immaculate College. The Health Promotion Service in the College aims to promote the health of all members of the College community through policy development, the provision of programmes and activities and the implementation of specific health promotion strategies. A range of programmes is provided to students and staff with a view to maintaining good health and preventing illness. These programmes include Stress Management, Mental Health Promotion, Healthy Eating, Exercise and Fitness, Cancer Awareness, Heart Health, among others. All of these initiatives assist in rendering Mary Immaculate College a positive and innovative learning environment and an active and dynamic workplace.

### 3.2.25 Driving for Work

Driving for work includes any person who drives on a road as part of their work either in a vehicle owned by the College; or in a vehicle owned by a member of staff who receives an allowance from the College for kilometres driven on College business. Commuting to work is not classified as driving for work, except where the persons journey starts from their home and they are travelling to a work location that is not their normal place of work.

Driving for work involves a risk not only for the driver, but also for work colleagues and members of the public, such as pedestrians and other road users. Staff may be at risk of suffering a serious injury or being killed if they are involved in a road traffic collision. Staff can also suffer musculoskeletal injuries through poor posture whilst driving for long periods of time.

Slips, trips and falls resulting in sprains and strains are also common occurrences and normally occur whilst the person is mounting or dismounting the vehicle. The College promotes safe driving behaviour amongst its staff by use of publications and road safety events on Campus. Staff are encouraged to take public transport where possible to avoid the necessity of driving for work. Safe scheduling and planning journeys in advance is recommended so that drivers have enough time to carry out the journey safely.

## 3.3 SAFE SYSTEMS

### 3.3.1 Accident/Incident reporting

All accidents/incidents (near misses), whether serious or not, must be reported immediately to the Health and Safety Officer. An Accident Report form is available for this purpose in Reception Areas, in Appendix 1; on page 132 of the Safety Statement and on the Health and Safety section of the College website. An accident form is completed by the Manager / Supervisor that completes the form and given into the office of **Caroline Duffy** in Room C103 in Aras Mc Auley. The appropriate details of the accident, the person involved, what work was going on, etc are all filled in giving as much explanation as possible as to the cause of the accident. The Health and Safety Officer will check each entry separately to analyse which system, place, etc failed and to allow the management of the College take the necessary steps to prevent a re-occurrence. The Health and Safety Officer will sign off on all accidents/incidents forms.

When a serious accident has occurred the Health and Safety Officer will be called to the scene of the accident and will conduct an investigation. If the Health and Safety Officer is not in attendance a Senior Staff member will conduct the investigation and update the Health and Safety Officer on her return. In the event of a serious accident/ incident the Health and Safety Officer will carry out an investigation into the root cause of the accident/ incident and will make recommendations to management on any corrective action/s required. A prompt investigation will be carried out after every accident / incident in order to determine the immediate cause and to prevent similar accidents / incidents occurring. Corrective actions will be taken where necessary and recorded. The co-operation and assistance by all members of staff in accident / incident investigations is expected. The Safety Representative of the College is also informed of all accidents or dangerous occurrences and may visit the scene of the accident and carry out his/her investigation. If an accident occurs on the campus involving a contractor or a visitor College personnel will ensure that this is reported in the normal way.

All work accidents where an injured employee is unable to work for more than three consecutive days which come under the Safety, Health and Welfare at Work Act 2005, shall be reported to the Health and Safety Authority on form IR1 on-line at [www.hsa.ie](http://www.hsa.ie) by the Health and Safety Officer. Accident/ incident data will be periodically analyzed by the Health and Safety Officer with a view to highlighting relevant trends and improving safety performance. Where appropriate, the Safety Statement will be reviewed in light of any accident/incident. Section 33 of The Safety, Health and Welfare at Work Act 2005 requires that the following categories of accidents and dangerous occurrences are reported to the Health and Safety Authority.

These include the following:

- An accident resulting in the death of an employee
- An accident resulting in the absence of an employee for more than 3 working days (not including the day of the accident)
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury.

### **3.3.2 Safety Audits**

The Health and Safety Officer and the Health and Safety Committee along with a competent person may organise a safety audit from time to time in the College. Sometimes the audit may be of specific issues such as checking machinery, checking the playing pitches, checking the roads and the parking spaces on the College grounds. Most audits are by walkabout and may entail a walk through the buildings and rooms and may involve some of the employees in these areas and/or senior staff members. During a general safety audit the main areas for consideration on the checklist will be

- walkways, fire exit, methods of egress and house-keeping
- the use of machinery, maintenance, guarding and design
- safe systems of work being used, with safe procedures and clear tasks with concise instruction for these
- the suitability, use and supervision of safety personal equipment
- control and supervision of all electrics
- ergonomics in offices, VDUs, manual handling etc.
- welfare facilities being maintained and kept clean
- car-park, green spaces, roof of buildings
- the use of contractors, Safety Statements and Method Statements
- training records and the training programme in health and safety
- actions from the previous audits, accident logbook etc.

During the audit employees and students may participate by explaining a hazard or an associated risk. A key feature of a good safety audit is to concentrate on a safe person approach by emphasising good safe practices. Normally following a safety audit a list of actions is prepared with responsibility assigned.

### **3.3.3 Movement of Staff, Students and Visitors**

There are about three hundred staff members employed at the College and approximately three and a half thousand students study on various courses during the year. With these numbers of people there is the potential for large numbers of employees and students to gather in lecture theatres and halls leading to issues of safety. The areas with most potential for overcrowding and issues of safety include

- The Forum, Auditorium and Lecture Theatres in the TARA Building
- Tailteann
- Halla na Trínoide

- The Dining area
- Lecture halls
- Large gatherings such as Graduations

Halla na Trínóide can hold between three hundred and fifty and four hundred persons seated depending on the nature of the event or activity. The College controls the use of the Halla by agreeing the event with the Health and Safety Officer. An event risk assessment outlining the steps and control measures that persons using the Halla for an event need to take are agreed with the relevant parties in advance. This will include agreeing the capacity of the event with the Health & Safety Officer and ensuring that safety measures such as fire extinguisher use, exits, lighting, aisle ways and first aid are considered. If a play, concert etc is being organised by an external group an Event Manager with a back up team needs to be established to deal with all safety issues. During events involving College staff and students, the organiser of the event will agree the safety arrangements with the Health and Safety Officer who may give guidance as to the capacity control of numbers, clear exits and so on. All events being held in the Halla come under the 1981 Fire Services Act and arrangements will be in place to implement the directives of the Act.

On a number of occasions during the year, Tailteann is used for graduation or other events and it is at full capacity. Arrangements are put in place to ensure all exits are clear, enough clear passages are in place and are not blocked, a first aid station is set up and arrangements are in place for the evacuation of Tailteann if required. Special traffic arrangements are put in place in cooperation with the Gardaí.

During breakfast and lunchtime, the dining area at the College may become crowded with issues of safety for patrons from carrying hot food and drinks and the risk of slips and falls. The Catering Operator will ensure that a system is put in place for patrons to collect their food at the counters and to proceed to the seating area. The Catering Operator will ensure that the system in place reduces the risk of spills etc between the points of food collection and the seating area. Staff will be available to clean up any spills without delay.

To ensure that Lecture Theatres do not become overcrowded and a danger in the event of an evacuation the College has posted the occupant capacity in each room. The capacity is given at the entrance to the room and the preferred seating arrangements. As a control measure only the amount of seats required for the room are available.



### **3.3.4 Ergonomics in the Office**

It is vital for Mary Immaculate College that ergonomic issues are given priority in all work and study within the College. Ergonomics can best be described as fitting the task to the person and this is achieved by having suitable furniture and equipment available to everybody. Employees that are required to do their work on a VDU in an Office and have no choice but to do so and use the VDU for a significant part of the day (one hour continuously or more and daily use) are the employees covered by the regulations. All employees of Mary Immaculate College are required to complete a VDU assessment of their workstation, the Health and Safety Officer will be available to assist individual employees. A new workstation risk assessment will be completed when an employee transfers to a new workstation or significant new work equipment, change of equipment or new technology is introduced to the employees' workstation. An example of 'significant new' equipment includes a new monitor, chair, keyboard, telephone etc.

In a similar way to manual handling, the harm that can be done by working on a VDU is both cumulative and multi-causal due to ergonomic principles. Rather than just being based on either posture or the height of the monitor, many issues in relation to temperature, workload, the software package and so on are all contributory factors to the harm that can be done by VDU. The main issues of concern from using VDU focus on the effect of sitting for prolonged periods working at a computer and how this can affect the body. The term musculoskeletal problem is used to describe the range of problems that work can have on the body.

Again, like manual handling, the VDU assessment covers a specific set of conditions given within the regulations. VDU assessments are based on ergonomic principles and specific factors need to be taken as a whole when deciding if there is a problem. The assessment looks at three key areas, The Person, The Environment and The Work

#### **Ergonomic Advice for Employees using VDU's**

- Adjust your chair to find the most comfortable position. As a guide, your elbow should be at right angles, and your eyes should fall naturally in the upper one third of your screen. Your lower back should be well supported by the chair.
- Make sure there is adequate space underneath your desk to move your legs around. Remove obstacles such as boxes or equipment.



- Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, can help.
- Don't sit in the same position for long periods. Make sure you change your posture occasionally.
- Adjust your keyboard and screen to get a good keying and viewing position. Your screen should be directly in front of you. A space in front of the keyboard is sometimes helpful for resting the hands and wrists.
- Refocus your eyes by looking at a distant object from time to time.
- Keep your wrists in a neutral horizontal position when typing. Don't bend your hands up at the wrist when typing. Try to keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
- Try different layouts of keyboard, screen and document holder to find the best arrangement. A document holder positioned beside the screen may help you to avoid awkward neck movements.
- Don't grip the mouse too hard, using your elbow/ arm to move it and keep the mouse within easy reach.
- Arrange your desk and screen so that bright lights are not reflected in the screen. Try not to face windows or bright lights and adjust curtains or blinds to prevent unwanted light.

### **3.3.5 Safe Systems in the Kitchen**

With the high risk of a fire or burns to persons in the kitchen it is most important that the system of work in place is safe and does not create unnecessary risk for employees or patrons to the dining areas.

The risk is of persons being burned or scalded by hot surfaces, hot plates, saucepans or other implements. Arrangements in place to achieve this include

- restricting access to patrons with clear signs in place
- ample room for persons to work in safety

- suitable design and layout, washing area is separate from the cooking area
- suitable equipment, maintenance etc

Every effort is made to reduce the need for patrons to come near hot food or drinks through the use of a self-service system. Signs will be added to all equipment that has the potential to burn or scald a person. In the dining room a barrier may be put in place to separate patrons that may have hot drinks bumping into others and so on.

To comply with legislation and best practice all boxes and many other items that include glass products, cans and plastics are separated and taken away by reputable recycling contractor. All of the cardboard is brought to the compactor located beside the kitchen where it is broken down and baled for collection.

The oil from the fryers is collected and taken away on a regular basis by a contractor with a permit for this product. A record is kept of all of the recycled items. All recycling is in accordance with Limerick City Council policies.

### **3.3.6 Collection of Money**

Money is collected in various locations in the College. The normal arrangement is to count the money and bring it to the finance office during the evening or at other specified times. There are many safety issues associated with the movement of money in the College, primarily concerned with the personal safety of the individuals handling money.

The College will put a procedure in place that outlines a safe system of handling money for all employees. Students collecting or involved in the handling of money are expected to follow the procedure as well. The issues the procedure needs to outline include

- The quantity of money that is reasonable to hold?
- How the money is held, are there time lock safes available?
- When counting money are reasonable precautions in place?
- How is the money moved within the College, are there special bags, how often, are there timing issues and who is involved in the movement of the money?
- Is the finance office the most secure area to hold money within the College?
- What procedures are in place in the finance office to count and hold money?
- What system is in place to move money to the bank?

- What are the safety arrangements in place for the College bank and the automatic dispenser?

Part of the system being put in place by the College will involve a review of the system of holding and moving money within the College on a regular basis. Advice can also be sought from the bank or the Gardaí on best practice and methods to reduce the risk to persons involved. With a bank being located in the Campus there is an increased risk of a robbery with firearms. The College will take reasonable steps to reduce the risk by agreeing best practice procedures with the bank. Ongoing discussions will take place with the bank to reduce and prevent the risk to employees or students being of injured.

### **3.3.7 Traffic on the College Grounds**

With the increase in traffic volumes the College Management have put a system of traffic control in place reflecting the best possible options at this time. The College allows traffic to enter the Campus via the Main Gate, and the Courtbrack Avenue entrances. Traffic leaves the Campus via the Main Gate, and Courtbrack Avenue. Parking spaces are marked for vehicles around the Campus with spaces reserved for Persons with Special Needs. A clamping system is in place to reduce the risk of abuses to the system. Ramps are in place to slow vehicles going through the Campus and these are maintained and kept at a different colour to the roadway. The surface of the roadway and parking space is maintained in a good state of repair. A speed limit of 15 kph is in operation. Signs are used extensively to give directions to drivers and pedestrians and highlight the dangers.

Where possible every effort is made to separate pedestrians from the traffic flow and the College may use a railing where the risk may be greatest. The College has put a walkway, pedestrian crossings and footpaths between the Main Gate and the College reception in order to separate vehicles and pedestrians.

During big events such as Graduations security contractors are brought on site to help with the traffic flow and there is liaison with the Gardaí. The College has ongoing discussions with Limerick Corporation with a view to putting a pedestrian crossing between the Main Gate and St Gerard's House. Other locations where there are large groups of students crossing the roadway will be reviewed with the Corporation on an ongoing basis.

### **3.3.8 Permit to Work**

Presently when work such as electrical duties, working at heights, welding etc are being carried out most duties are agreed with the Buildings Manager with the College trying to supervise the

operation at any location on the campus. To bring better control into this type of work the College is considering introducing a 'permit to work' system. The advantage of the 'permit system' is that brings controls into work with a high risk of injury to the persons involved with knock on effects if the correct prevention measures are not in place.

This system is based on a sign off method where the person organising the work, the person carrying out the work (College employee or contractor) and the Health and Safety Officer has the final sign off. The permit may be on a four or five part paper with each person keeping a copy and the Health and Safety Officer keeping the original. The permit will detail the work to be completed, the number of workers involved, the safety precautions and the time it will take to complete the work. The permit will state the specific time the work will be completed and this is the contractor's commitment to the College. Normally a tagging system is used to restrict entry to the works area. When the work is completed the sign off procedure will again take place with the organiser of the work and the contractor signing off on the permit. The final signature is again the Health and Safety Officer.

If the permit is not returned at the appointed time, it will raise the attention of the Health and Safety Officer that dangerous and high risk work is still going on, this may be at a time when many College staff are on their way home. When the time on the permit runs out, the old permit should be completed and a new permit opened. In this way the Health and Safety Officer has the final say on dangerous and high risk work taking place on the campus.

### **3.4 SAFE PLACE**

#### **3.4.1 Design and Layout**

Mary Immaculate College is aware that the design of the place of work plays an important role in the elimination of hazards. The College is committed to a safe design policy through both a place of work and the methods of work used.

The College will use engineering and design controls on an ongoing basis to review, to eliminate, substitute, isolate or enclose the hazard. Examples of where engineering solutions may be used:

- enclosing of a piece of machinery for safety due to the noise level
- replacing steps with ramps

- changing the layout to allow safer access for pedestrians

The College commits to having in place buildings and facilities that are safe for all users.

### **3.4.2 Buildings**

Many of the buildings in the College have been in place since the early to middle part of the last century and are kept in excellent state of repair. The roofs, walls and ceilings of all buildings are maintained and repaired if required.

All of the doors in buildings are in an excellent state of repair with many fire doors being used in the buildings.

A number of doors that have transparent glass have markings at a conspicuous level to avoid injury to the user. Wide corridors and aisleways have been provided especially around the Foundation Building, TARA Building, Tailteann Building and the Library where large numbers of students use the facilities.

### **3.4.3 Temperature and Ventilation**

The College ensures that all buildings are heated to an acceptable and comfortable level for all employees and students taking account of the activity being carried out. Most offices are expected to have temperatures of around 20 degrees Celsius while some other areas such as Tailteann and the work shop will have temperatures of less than this. Heating is provided by gas boilers that are maintained and serviced on a regular basis. Ventilation is provided in toilets, the kitchen area, Residential Block, some offices, the workshop and in the Computer Rooms. The College has provided sufficient ventilation to reduce the temperatures for students working in an environment with computers and related equipment to reasonable levels.

### **3.4.4 Floors Surfaces**

With such a high volume use, many of the floor surfaces in the College require regular maintenance and cleaning to reduce accidents such as slips, trips and falls. Mats are used to reduce the risk of accidents inside doors from damp conditions and also in the kitchen. If there are defects found in the floor surface or equipment used this will be brought to the attention of the Buildings Maintenance Manager who will organise the necessary repairs. To follow best practice

and the safest methods of cleaning a 'Code of Practice for Floor Cleaning' is in place and all housekeeping staff are asked to abide by this code.

### **Code of Practice for Floor Cleaning**

- Floor surfaces, skirting boards and pipes, particularly those in general circulation areas and hallways shall only be cleaned during early morning or late evenings when pedestrian traffic in these areas is light
- Hallways and floors shall be divided longitudinally to allow for a one way system of traffic flow
- Signs/cones to be placed at the top and end of the area being cleaned
- Wires from cleaning equipment shall not be allowed to trail across floors, hallways or around corners while cleaning is in progress. If unavoidable then cable covers shall be used
- Cleaning agents and polishes, which will not leave a slippery film or build up of wax, shall be used only
- Floors shall be given adequate time to dry before access is allowed.
- Any defects in floor surfaces or equipment which are noted during cleaning shall be reported to maintenance
- Once completed all floor cleaning equipment and chemicals shall be removed and safely stored in a designated cleaning store.

This code is brought to the attention of all staff on a regular basis and all new employees or contract staff are given instruction in how best to follow the code.

### **3.4.5 Housekeeping**

Many accidents occur because of slips, trips, falls and collisions. The College recognises the problems caused by poor housekeeping and will organise audits and campaigns to highlight the problem and to help keep workplaces tidy and safe. It is the responsibility of all employees to maintain their work area in a clean and tidy manner. Lecturers will ensure that students maintain their workstations in a tidy state and are kept free from obstructions. Managers will ensure that all requirements for good housekeeping practices are strictly adhered to especially regarding the maintenance of clean and tidy work areas, the removal of all waste material on a daily basis, the use of correct containers for waste collection, the maintenance of clear walkways between workstations and the storage of materials in the correct locations.

### **3.4.6 Removal of Trip Hazards**

Each year many of the accidents reported to the Health and Safety Authority involve persons tripping over cables, boxes and other items left in corridors, pathways and around desks and workstations. To minimise the risk of such accidents all employees and students are expected to maintain a clean and tidy work area. Where there is a risk of a tripping hazard from a cable maintenance staff can put a cable cover in place to reduce the risk of tripping. Employees using equipment will be careful with leads and ensure reasonable precautions are taken to remove the risk of trips and falls. Where there is a risk of a tripping hazard from worn carpets or other damaged flooring it will be corrected in a timely manner. No item should be left in a stairway or in offices that is likely to be a trip hazard. Boxes of books or scripts should be stored in a suitable location.

Because of the age of buildings on the Campus, steps are located between buildings and in buildings. While it is impractical to remove all of the steps and add a ramp instead, the College commits to seek the resources to eliminate the risk of trips and falls. This measure will also benefit persons with Special Needs to facilitate access around the College.

### **3.4.7 Stairs and Lifts**

The College provides numerous stairs and lifts in the buildings on the Campus. All of the stairs have a railing, should have edge protectors and a good surface is maintained. Suitable lighting is provided. The lifts have a clear occupancy capacity, have good lighting and are accessible with ease. Maintenance is carried out on the lifts on a yearly basis and members of the maintenance personnel are trained in emergency release procedures.

A copy of these trained personnel will be given to each reception station to allow them get help quickly in case of an emergency. Signs will be kept in the lifts or on the outside to warn everybody not to use the lift in a fire situation.

### **3.4.8 Safety Signs**

Part 7, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of safety signs at places of work. As part of the general risk assessments for employers under the Safety, Health and Welfare at Work Act 2005, where certain risks remain that necessitate specific instruction or warning, then employers must use safety signs in and

around that place of work. These signs are set into 5 distinct categories (Prohibition, Mandatory, Warning, Emergency Escape / First Aid and Fire Equipment) and are based on a pictogram rather than wording or text.

Reference will be made to Schedule 9 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 by the College when installing safety signs. Examples of safety signs on the campus include; emergency exits, fire fighting equipment etc. Mary Immaculate College will ensure that signs will be designed and made to specific standards as per the 2007 Regulations. Consideration will also be given to circumstances where several signs are needed and the placing of the signs as too many signs can be confusing for staff, visitors and contractors.

Mary Immaculate College will review signage on a regular basis to ensure that it is still valid. Signs that no longer apply to the workplace will be removed. In addition, they will be reviewed regularly to ensure signs are still visible – i.e. they haven't been moved, defaced or blocked by other signs etc. Figure 1 illustrates some common examples of safety signage, the College will ensure that no information is contained on a sign that employees or visitors to the College have not been made aware of already. Employees will be trained in recognising signs and what they mean / relate to in the workplace.



Figure 1. Examples of Safety Signage



### 3.4.9 Parking and Traffic System

The College will maintain a suitable traffic system in accordance with the buildings layout. At present there is not enough spaces for the cars of employees and students and the College utilises the spaces available to capacity. A one way system is used for vehicles entering from the main gate entrance driving at the front of the Foundation Building. A speed limit of 15 kph is in operation and provision is made for the turning of vehicles and for vehicles to pass each other. Use is also made of ramps, signs, barriers and lighting provided. There are numerous vehicle spaces allowed for Persons with Special Needs. The College does have a clamping system in place for vehicles parked in no parking areas, and improper use of disabled parking spaces.

#### **3.4.10 Asbestos in the Buildings**

With many buildings completed in Ireland in the 1960's and 70's asbestos was used to complete some structures. The College has in recent years, in compliance with best practice engaged professional asbestos contractor removals to remove asbestos residue that was located in the boiler houses.

When the College wish to remove asbestos at any location, all Asbestos Regulations pertinent to the work will be taken as outlined in the 2006 Construction Regulations and The Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006. The normal procedure is to acquire the services of an Asbestos Contractor to carry out the work and remove all traces of the fibres.

#### **3.4.11 Working at Heights**

To carry out roof work, painting etc., employees or contractors need to use scaffolding or height for hire equipment. Scaffolding or tower scaffolding will only be erected by trained persons who have obtained a FÁS CSCS ticket to carry out such work. Any work that is being completed at heights must be approved by the Health and Safety Officer, must have a risk assessment carried out and must protect the contractor or employee from a fall by means of a barrier or harness. If height for hire equipment is brought onto the Campus only personnel that are trained in FÁS CSCS can use it. A harness will be used in all height for hire work or when work needs to be completed at a dangerous location where lifting equipment will not reach. All work involving height will be in accordance with the Construction Regulations of 2006.

#### **3.4.12 Excavation and Sewage Work**

Employees or contractors may be involved in this type of work within the Campus. In accordance with the Construction Regulations of 2006 employees or contractors will ensure that all excavation work deeper than 1.25 metres is shored or battered, when deeper than 2 metres a barrier or guard rail must be placed near the top to guard against vehicles etc. At this depth a daily inspection is required and must be recorded. Employees working on sewage systems will not go into the sewage ducts but use cameras to assess the required work. Masks or other forms of personal protection equipment may be required. For all tasks involving excavations or sewage work a minimum of two persons will be involved in the task.

### **3.4.13 Ladders**

Employees and contractors using ladders must assess that they are using the correct equipment for the task. The placing of the ladder is very important – use the 4-to-1 rule i.e. for each 4 feet of distance between the ground and the upper point of contact (such as a wall or roof), move the base of the ladder out 1 foot. . The ladder must be footed or tied near the top to ensure it does not slip. The ladder should be approximately one metre beyond the landing place and employees should never lean on a ladder. The College provides training as required for employees in the safe use of ladders.

### **3.4.14 Fire and Emergency Planning**

As part of the SHWW Act 2005; Section 6, Mary Immaculate College has a fire and evacuation plan in place in case of an emergency. The aim of the plan is to ensure

- swift evacuation of all students and personnel
- contact the emergency services regarding fire, first aid etc.
- designate a ‘team’ to implement the plan
- instruct all employees, students or others on serious or imminent risk

The College holds a minimum of two fire drills each year in each of the buildings. In the case of the Residential Block two fire drills are carried out at night time. Wardens have been appointed in all buildings who will check all areas and close the fire doors. Wardens will ensure that all employees, students, contractors and visitors go to the assembly points designated for each area. Radios are used by the College Fire Safety team to coordinate large groups coming from the Foundation Building or the Library.

A record is kept of all the events relating to fire and emergency evacuations in the College. The records will state what happened during the event and the corrections that are needed before the next evacuation.

To deal with any fire or any emergency situation that may arise the College will ensure the following issues are addressed on a continuous basis.

- clearly marked escape routes through emergency doors
- clear routes of access at all times
- all combustible material removed where possible
- holding a minimum of two fire drills every year, evaluate results and repeat if required to ensure all employees, students and contractors comply
- the alarm system is connecting with a monitoring service and there is regular checking of the system to ensure it is active at all times
- consideration for Persons with Special Needs
- give training in fire extinguishers to a core group- maintenance staff
- ensure all fire extinguishers are filled, checked on a yearly basis
- inspection of all equipment required regularly
- the alarm is set at a higher decibel in the Residential Block
- smoke detectors are installed in all buildings and in each room of the Residential Block. The exception to this is the Library Building
- get advice and information via the Fire Brigade/local Fire Officer
- keep all information clearly visible for employees, students and contractors by posting wall charts at designated points. This may include having standard fire instruction notices in lecture halls and other prominent locations
- Fire assembly points are located around the Campus

Extra attention will be given to fire evacuation procedures in the Halla or other locations with large gatherings especially if patrons are visitors and children unfamiliar with the surroundings and the arrangements. The College will ensure that trained personnel are available to take specific actions such as announcements and keeping access and egress doors clear. The College will ensure that procedures are in place during all concerts, plays etc to comply with the Fire Services Act of 1981.

To comply with legislation and best practice the College have developed a Critical Incident Policy to cope with emergency situations that may arise in the future. The types of emergency

incidents included in the Level 1 (Red) category where external emergency services may assume overall control are

- A major fire
- A violent incident
- Hostage or siege situation
- Discharge of firearms
- Serious vehicle accident
- Acts of self harm
- Industrial accident involving serious injury or fatality
- Threats of serious and/or wide spread infection/contamination
- Natural disaster affecting the campus
- Major demonstration/protest
- Unexpected death on campus

Level 2 (Yellow) accidents /incidents may be only require limited intervention from external agencies and include

- Minor fires
- Sudden or unexpected loss of life to an employee/student off campus
- Threats of violence
- Theft or vandalism
- Physical assault
- Robbery
- Threat to person or property

### **3.5 SAFE PLANT AND EQUIPMENT**

#### **3.5.1 Suitable Equipment and Machinery**

The College will ensure on all occasions that the equipment being used is suitable for the task and is being used appropriately for the intended task. All equipment being purchased or acquired by other means must be assessed and brought to CE standards (SI No. 44/1993). Equipment not reaching or accredited with the CE standard will be phased out. All equipment must meet the safety specifications and must be suitable for the job and the task. The equipment must be of good ergonomic design with ease of access, ease of viewing taken into account. At no time

should equipment from a contractor or another source be used without permission from the Health and Safety Officer or Department Manager. Employees wishing to bring equipment into the College must follow the College guidelines and receive permission from their Department Head. The manufacturer's instruction and safety procedures will be followed during the set up, use and maintenance of any machinery or equipment.

Staff will be trained in any equipment that they would use on a day-to-day basis. For other equipment requiring set up and checks a trained technician or maintenance person will carry out the work. While much of the maintenance work in the College is subcontracted there are some pieces of equipment that are the property of the College such as the circular saw, the hoist, College Van, drills, grinders, cleaning equipment and the office and lecture hall equipment.

### **3.5.2 Circular Saw**

The circular saw is located in the carpenter's room with restricted use of the equipment to one employee. When not in use the equipment is powered off. Some of the controls that the College have in place for the circular saw include

- ample space being provided for the equipment use
- training provided for one employee in the safe use of the saw
- all control devices that affect safety are clearly visible and identified
- the starting of the machinery is only by deliberate action
- the saw has stop and start buttons that are clearly visible and an emergency stop device is fitted
- safety guards are provided and maintained
- personal safety equipment in the form of ear protection, eye protection, gloves etc are provided
- regular maintenance is carried out on the saw
- an extraction and ventilation system is in use in the carpenters room

### **3.5.3 The Hoist**

This equipment is used both by employees and students to move items at a height such as in the Halla, lighting and so on. The use of the equipment will be restricted to trained personnel, this will include employees and a group of students that will be trained on a yearly basis. To restrict the use of the equipment employees or students will take the key from the machine and leave it with security. The College also plans to add a large metal sign to the hoist warning that only trained personnel can use the equipment.

### **3.5.4 Drills, Grinders and Hand Tools**

The maintenance staff at the College use drills, grinders and hand tools to carry out various tasks. All of the electrical equipment will be 110volt to reduce the risk of an electrical injury. The equipment will be used by competent personnel and all issues of safety including the wearing of personal protection equipment and enough working space will be adhered to. Regular maintenance is carried out on all of the equipment.

### **3.5.5 College Van**

The van is used by the maintenance personnel to move items of furniture, equipment, books and other items from one location to another within the College and to locations off Campus. The use of the van is restricted to employees who have a driving licence and are aged twenty six and over. Employees will ensure that the key is removed from the van when parked, never over load the van and use it for the intended purpose. Regular maintenance is carried out of the van with a DOE test on a yearly basis. The no smoking policy also applies to the College van and any other college vehicle.

### **3.5.6 Electricity**

All electrical installations are checked regularly by qualified and competent electricians. When any electrical work is carried out in the College a certificate is provided and filed for all the work done. All large scale installations are carried out by contractors while minor repairs and checks are carried out by maintenance employees. All electrical installations are worked and maintained so as to prevent danger. All of the maintenance equipment is 110volt in order to reduce the risk of shock in damp conditions. All of the electrical installations are fitted with RCD and are checked regularly.

Appropriate supervision is provided for all of the electrical duties at the College. Control boxes and rooms with electrical installations are kept clear of any obstructions with a clear area for electrician, fire personnel etc to reach the controls. Cables from the machines and work equipment will be kept neat and tidy to avoid trips and falls. To avoid employees using adaptors the College provides surge protectors for office and other places of work. This reduces the risk of fittings overheating and fire.

### **3.5.7 Gas Installations**

The College uses gas as a method of heating the buildings and providing the necessary heating for the kitchen. Boilers have been installed in the last five years that use natural gas to the highest

safety specification and in compliance with best practice. Part of the safety mechanism includes isolation valves on incoming gas lines, ventilation in the boiler houses, louvered doors and wall vents and flues to remove waste gases. The three boiler houses are kept locked with access to authorised personnel only. No equipment or other items will be stored in the boiler houses and clear access will be maintained. The servicing of the boiler and gas installations is carried out by an outside contractor on a regular basis.

### **3.5.8 Maintenance Programme**

The maintenance and servicing of all equipment and plant is the responsibility of the Buildings Maintenance Manager in the College. The form and nature of the maintenance programme may vary with most equipment in the College being on a service contract with an external agency. Normally each piece of machinery/plant will be serviced at regular intervals of between three months and one year. Planned maintenance is used to improve the safety of the equipment and also leads to better reliability and cost efficiency. Where an outside agency services and maintains any equipment the Buildings Maintenance Manager will retain all records; for example the maintenance of the fire extinguishers, electrical checks, gas installations and so on. On an ongoing basis where a piece of equipment or furniture (e.g. chairs, electrical items and work tools) are found to be broken or in an unsafe condition it will be moved to a repair area or clearly marked that it is not for use until repaired. Any item that is worn or defective will be scrapped. The history and records of all maintenance and repair work will be retained for a three-year period. Recycling of as much equipment as possible takes place within the College. Items such as lamps, microwaves, and old lockers are sent for recycling. The College maintenance program is based on service contracts at present without a definite maintenance date for equipment. The Maintenance Department plan to use a software package to highlight the date maintenance work is required, fill in the details of the work done and any issues associated with the work and maintain a history of all maintenance in this way.

Another advantage of the software package would be that it would allow employees who find items broken or in need of repair, log this information on the College system for the Maintenance Department to action.



## **SECTION 4**

# **HAZARD IDENTIFICATION AND RISK ASSESSMENT METHOD**

It is the policy of Mary Immaculate College to identify hazards in the place of work, and to assess the risk to Safety and Health and to control risks as far as is practicable, so that they are reduced to an acceptable level.

Where practicable Mary Immaculate College commits itself to the elimination of hazards, whether that be by the provision of access arrangements, training, fire drills etc

#### **4.0 Definitions**

*What is a hazard?*

A hazard is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, students or visitors to the College.

*Hazard Identification*

Hazards are identified and assessed by College Staff with the assistance of the Health and Safety Officer. A comprehensive hazard identification process was carried out and may be carried out again if there is a large-scale change in the type of work being carried out by employees, changes in buildings etc.

*What is a Risk?*

In this case a risk means the potential of the hazard to cause harm.

*Risk assessment*

The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in. As part of the ongoing use of this Safety Statement, Mary Immaculate College has applied the HSA guidelines when compiling its risk assessments. When carrying out the risk assessments some of the questions asked of each hazard were:

- Is anyone exposed to the hazard?
- Is the hazard likely to cause injury?
- How serious would that injury be?

- Is the hazard well controlled?
- Is the supervision adequate?

All the hazards and the associated risks have been identified and are ranked in accordance with the severity of the loss as high, medium and low.

**High** is taken to mean the possibility of serious injury, fatality, and serious loss and may include statutory regulations being broken. Controls need to be put in place as a matter of urgency.

**Medium** is taken to mean the likelihood of a fatality or serious injury or loss is unlikely. More probable is minor injury or loss. Controls should be put in place over a period of up to three months to ensure reduction of the risk and to meet statutory requirements.

**Low** is considered as a reversible minor injury or material loss. Controls can be added over a longer period, during maintenance etc.

It is the policy of Mary Immaculate College as far as is reasonably practicable to eliminate the hazard as a first step, followed by substitution, isolation, enclosure (machinery) or distance, and use PPE as a last resort.

## **4.1 HAZARD: ACCESS & EGRESS**

It is important that you familiarise yourself with the location of the buildings entrances and exits at Mary Immaculate College in the event of an emergency evacuation. Staff and students should familiarise themselves with all immediate egress points as soon as possible after starting work or their studies at the College.

### **RISK CATEGORY: LOW**

### **PERSONS AT RISK: STAFF, STUDENTS AND VISITORS**

#### **CONTROL MEASURES:**

1. All doors and access points must be kept clear and maintained.
2. All emergency exit doors will be opened easily
3. All passageways and corridors must be kept clear of obstruction.
4. All floors will be kept free from slippery materials and loose objects.
5. All floors will be maintained in good condition
6. All spillages will be cleaned up immediately.
7. Stairways will be maintained in good condition.
8. Good housekeeping standards will be maintained in all areas
9. Adequate lighting will be provided at all entry, exit points and along corridors and passageways.

#### **RESOURCES:**

- Entrances / Exits will be adequately lit and well maintained
- Entrances/Exits are adequately signposted.
- Household and Maintenance staff will remove any equipment, furniture and waste that may be causing an obstruction to exits.
- Adequate control will be maintained to ensure that no stacking of loose material occurs, which would impede access/egress.
- Waste will be removed regularly.

## **4.2 HAZARD: FIRE**

**RISK CATEGORY:** Risk of burns and smoke inhalation — **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS AND VISITORS**

### **CONTROL MEASURES:**

- A fire evacuation drill will be undertaken at least twice per year in each building
- Training for a core number of employees in fire safety procedures including the use of radios, lift evacuation and fire extinguisher use
- Access and egress in the College maintained with clear exit routes
- Signs for fire exits, directional signs, break glass to be maintained
- Smoke detectors in use in most buildings (not in the Library Building)
- Fire hydrants, fire hoses and emergency lighting checked regularly
- Controls in place for flammable materials, gas, oils, cardboard
- False alarms checked and their cause resolved
- Ensure planning and management of events such as concerts and plays that take place throughout the College
- Staff training in how to respond to issues such as (a) on discovering a fire, (b) on hearing the fire alarm (c) use of fire extinguishers
- Restricted access to the boiler houses and areas of gas and electrical equipment.

### **RESOURCES:**

- Instruction and training for key personnel in the implementation of fire and emergency procedures - switchboard, maintenance, contractors
- Ensure the exits from the College buildings are kept clear
- Areas segregated with assembly points, fire points provided, signs etc
- Fire extinguishers are located all around the building/s and staff must familiarise themselves with the location and types of extinguishers near their respective workstation. In the event of a fire it is very important that only staff trained in the operation of fire extinguishers use same.
- Fire extinguisher training provided
- Records kept of all fire-training over a three-year period

- Records kept of all fire-fighting equipment
- Maintenance programme for all fire-fighting equipment
- External audits, external advice and fire brigade consultation
- Regular audits, supervision and maintenance of the evacuation plan and a Critical Incident Policy with a 'Team' to provide immediate response
- Commitment to follow safety procedures when there are concerts, plays or other gatherings being held at the College in accordance with the Fire Services Act of 1981 & 2003.
- Local issues considered to avoid break-ins or arson in the College

### **Fire Controls in the Residence Block**

- At least two fire drills each year with one of these being at night and a record kept of all the issues involved
- Maintenance of all the equipment
- Fire doors with automatic closing in the middle of each corridor
- Two wide stairs on each floor that are kept clear of all debris
- No smoking allowed in the building (even though residential)
- Smoke detectors in each room
- Senior student in residence
- Restriction in the use of cookers, fryers etc
- Information and signs provided for each student resident
- Fire wardens appointed on each floor of the Residence Block
- All of the materials used in the building and in the rooms meet with best practice and all flame resistance specifications
- Sign in/sign out log book in use, as a means of headcount control

### **REFERENCE:**

Fire Services Act 1981& 2003

## **4.3 HAZARD : ELECTRICITY**

**RISK CATEGORY:** Of fire, burns, shock or electrocution – **HIGH**

The main hazards associated with the use of electricity are:

Electric shock  
Electric burn  
Electric explosions  
Electric arcing  
Death

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES:**

- All electrical duties must be carried out by a qualified electrician, the normal procedure is for small repairs and minor installations to be carried out by trained employees, large scale electrical work is carried out by a contractor
- All electrical equipment will be maintained and worked so as to prevent danger
- Follow the correct procedure when using all electrical equipment
- All electrical fittings that are worn, damaged or in a dangerous condition to be fixed or replaced immediately
- Control boxes will be locked with authorised entry
- Control box exit must be kept clear of obstructions at all times
- Purchase of electrical equipment must be advised by the Health and Safety Officer to avoid confusion in language instruction, awareness and to ensure compatibility
- Electrical appliances that are not the property of the College will not be used

- Maintenance work will be carried out using low voltage equipment, of 110V or battery operated only.
- Where isolation is required, the Principal will follow all necessary procedures
- Regular testing of electrical installation to ensure RCD protection.

### **RESOURCES:**

- Follow the ECTI code of practice
- A safe system of work in operation
- Electrical maintenance programme in operation
- All electrical work to be done by qualified electrical personnel
- A 'permit to work' system may be considered for large scale work
- Warning signs where required.
- Training and supervision of all electrical duties

### **REFERENCE:**

Manufacturer's instructions.

Employee awareness.

ECTI Regulations

Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 3



#### **4.4 HAZARD: HOUSEKEEPING ISSUES**

Lack of attention to housekeeping or tidiness can contribute to a great number of accidents and may also result in fire.

**RISK CATEGORY:** Trips, slips and falls - **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- All access areas and exits to be kept clear at all times
- Don't place obstructions on stairs or in gangways. Use handrail when ascending or descending stairs and do not run.
- Rubbish and debris immediately cleared to the bins, all spillages cleaned
- Warning signs of 'wet floor' in use during cleaning
- Supervision required at all times
- Housekeeping audits to ensure compliance
- Cables are not to be left trailing on the floor and all worn carpets or damaged flooring will be repaired in a timely fashion
- When cleaning use signs to warn of wet floor etc
- Cables, wiring and leads to be secured properly
- Suitable equipment and cleaning agents are provided with appropriate personal protective equipment.

##### **RESOURCES:**

- Adequate training and instruction for employees carrying out the work
- Supervision to monitor and ensure compliance
- Replace worn mats, and correct uneven floor surfaces as soon as practicable
- Adequate bins, skips and trolleys provided for housekeeping

- Warning signs in place
- Suitable lighting provided to facilitate cleaning and housekeeping duties
- Use only suitable cleaning agents as there may be a risk of dermatitis etc, material data sheets can be sourced for the cleaning agents if required from the supplier
- A procedure in place for all cleaners to follow
- Regular housekeeping audits to take place
- Provision of Manual Handling training programme for employees.
- Provision of proper equipment e.g. Steps etc.
- Provision of employee training programme.
- Manufacturers instructions.
- Installation of SOPs.

#### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter

4

#### **4.5 HAZARD: SLIPS, TRIPS, FALLS**

<b>RISK CATEGORY:</b>	Slippery surfaces – <b>LOW</b>
	Unsuitable floor surfaces and floor coverings – <b>LOW</b>
	Poor visibility and lighting – <b>LOW</b>
	Trailing leads and cables – <b>LOW</b>
	Poor housekeeping – <b>LOW</b>
	Poor access/egress – <b>LOW</b>

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Footwear guidance and foot health guidance available
- Slip resistant flooring fitted in College buildings
- Maintenance and replacement of damaged and worn flooring
- Appropriate lighting to ensure persons see warning signs/goods obstructing corridors/walkways
- Good housekeeping practices will be followed by College staff
- Mats will be fitted at building entrances for wet conditions
- Spillages will be cordoned off and cleaned immediately, with suitable cleaning materials and equipment
- Work at height; e.g. on ladders will be controlled and precautions put in place to reduce the risk of falling
- Work including washing floors will be arranged at times when the buildings are quieter
- Staff will be informed of the hazards, precautions and controls used to minimise the risks from slips, trips and falls.

##### **RESOURCES:**

- Adequate training and instruction for staff carrying out the work
- Supervision to monitor and ensure compliance

- Adequate storage space provided for items in offices, classrooms and workshops
- Pedestrian walkways will be inspected regularly and kept free of items that may cause obstruction
- Defects in flooring or lighting will be reported to the Buildings Maintenance Manager for remedial works
- All staff will keep their work area clean and tidy to avoid creating hazards

### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter

4

#### **4.6 HAZARD: LADDERS / STEPS**

Risk of injury while transporting and using ladders. Ladder/steps slipping or sliding out of position.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

##### **Do**

1. Inspect the ladder/steps before use.
2. Ensure that you use the correct slope when setting up a ladder, which is 1 metre out at the base for every 4 metres of height (1:4).
3. Secure the top of the ladder by lashing.
4. Secure the ladder to a wall at the 4th rung from the bottom with ladder ties.
5. Lash all ladders which are longer than 3 metres. If lashing is not possible, then ensure that there is a second person available to foot the ladder.
6. Ensure you use the correct method for climbing the ladder, which is to climb by facing it and with hands free to grasp the rungs one at a time.
7. Erect the ladder so that it gives a steady working position.
8. Withdraw all defective ladders from service.
9. Carry out regular inspection of the ladder
10. Install signage to warn passersby etc.

##### **Do Not**

1. Use a faulty ladder
2. Overreach - move the ladder instead
3. Use the top three rungs when working on a ladder erected against a wall

4. Place ladders against aerial cables.
5. Allow more than one person on the same ladder except on the lowest rung for footing.
6. Use a ladder loaned to you by someone else, unless you satisfy yourself as to its safety.
7. Use a ladder if it is liable to slip, unless you have somebody standing at the bottom, grasping it with their hands.
8. Use a ladder if it is defective or has any part missing, if it is cracked, splintered, broken or decayed.
9. Paint wooden ladders

### **Points to Note**

Factors which must be taken into account when determining safety include vehicular and pedestrian traffic, weather conditions (wind, rain, etc.), ground surface, presence of autumn leaves, oil spills, algae, moss, ice, snow, pebbles, sand, etc.

The user should seek assistance if he/she is of the opinion that it is not safe to use the ladder alone. In such cases, discretion must be with the user and assistance should be forthcoming.

### **RESOURCES:**

1. Provision of ladders in good and sound condition.
2. Provision of a maintenance programme.
3. Provision of adequate and appropriate Personal Protective Equipment.
4. Manual handling programme.

## **4.7 HAZARD: BULLYING**

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation, or a need to humiliate dominate the relationships. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying.

The main hazards associated with bullying include:

1. Emotional effects (severe anxiety)
2. Cognitive (concentration) effects (making mistakes, having accidents)
3. Behavioural effects (smoking, excess drinking, overeating)
4. Physiological effects (contributing to raised blood pressure, heart disease)
5. Reduced resistance to infection, stomach and bowel problems and skin problems.

### **RISK CATEGORY: LOW**

### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Installation of an effective and proactive Dignity at Work policy
2. Installation of an Employee Assistance Programme (EAP)
3. Provision of an adequate support mechanism
4. Clear communications of sanctions against bullies.

#### **RESOURCES:**

Training programme for employees.

EAP for bullies and bullied.

#### **REFERENCE:**

Safety, health and welfare at work act 2005 section 8 & 13

Code of Practice for employers and employees on the Prevention & Resolution of Bullying at work 2007

## **4.8 HAZARD: NEW EQUIPMENT**

### **HAZARDS**

Unfamiliarisation with new plant & equipment brought into use could cause injury to the person operating the equipment and or to others.

### **RISK CATEGORY: LOW**

### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES:**

1. When a new item of plant or equipment is brought into use, the persons authorised to use same shall be named.
2. Full instruction will be given, by either a competent person employed by the College or the equipment manufacturer's representative.
3. A copy of the operating instructions will be given to all authorised operators.
4. Only authorised personnel to operate equipment.

### **RESOURCES:**

1. Manufacturer's Instructions.
2. Provision of employee training programme.
3. Provision of Personal Protective Equipment.

### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2  
Chapter 2



## **4.9 HAZARD: MANUAL HANDLING**

**RISK CATEGORY:** Risk of back injury — **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES**

- Areas and employees at risk need to be identified and the appropriate controls put in place to include eliminating or reducing the loads, mechanical aids and training
- Employees at risk will be trained to use mechanical means and avoid the risk
- Supervisors and Managers need to monitor poor manual handling practices
- No water drums are allowed in the College, the use of A4 paper by staff should be by taking one ream at a time
- All accidents involving back injury need to be reported and logged
- Employees are asked to perform reasonable duties

### **RESOURCES:**

- Manual handling training for employees at risk
- Records kept of all training
- Refresher courses for those most at risk on a three yearly basis
- Where possible engineering solutions, design and mechanical equipment provided with ongoing risk assessments of the systems in place to reduce the risk
- Training may be provided for office staff in good posture and methods to reduce the forces on the spine during their daily tasks
- Personal safety equipment provided
- Supervision in all areas.
- Risk assessment update on a regular basis
- Enough manpower provided to carry out two and three person lifts

#### **4.10 HAZARD: STRESS**

The main hazards associated with stress include, fatigue, accidents, musculoskeletal disorders, psychological disorders and other related illnesses.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Staff awareness programme.
2. Installation of monitoring/reporting procedures.
3. Staff policies e.g. Bullying, harassment

#### **RESOURCES:**

1. Provision of staff training and awareness programme.
2. Provision of suitable consultation process.

#### **REFERENCE:**

Safety, Health & Welfare at Work Act 2005 (Sections 8, 13 & 22)

Health and Safety Authority's Guidance Document 'Work Positive-Prioritising Organisational Stress (2005)

#### **4.11 HAZARD: VDU's**

##### **Visual Discomfort**

This recognises a contribution from a number of ocular problems:

- (1) Long/short sight problems.
- (2) Glare.
- (3) Lighting.
- (4) Screen brightness.
- (5) Clarity of characters.

##### **Posture**

Good adjustable seating is required and it is essential to consider ergonomic factors.

##### **Radiation**

Radiation levels across virtually the whole of the Electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

##### **Stress**

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users, as mental stress is associated with all types of work. On the basis of available evidence, the "health hazards" associated with VDUs are largely exaggerated in that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

#### **RISK CATEGORY: LOW**

#### **PERSONS AT RISK: VDU OPERATORS**

#### **CONTROL MEASURES:**

1. All workstations should be assessed and the risks identified must, where possible, be eliminated.

2. All new workstations must satisfy the requirements Part 2 Chapter 5 of SI 299 of 2007.
3. Workstation must be adjustable to suit the individual.
4. Training and self assessment of the work station. Training in the ergonomic aspects of VDU operation is essential. It is important that chairs are correctly selected and used and that their sitting is at an optimum distance from the machine.
5. Lighting, ventilation and temperature, must be carefully controlled to provide satisfactory environmental conditions.
6. Vision should be tested before operating a VDU and at regular intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.

## **RESOURCES:**

1. The College will take ergonomic characteristics of equipment into account when selecting visual display units for purchase with a view to ensuring safety, health, welfare and comfort of users of such equipment in accordance with relevant domestic and EC legislation.
2. With regard to those technical characteristics of VDUs which are of relevance to safety, health and welfare in the workplace, information will be made available to the staff in respect of existing VDU's.
3. The College will implement the Guidelines on Safe Operation of VDUs as published by the Health and Safety Authority.

## **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 5

#### **4.12 HAZARD: LARGE CIRCULATION OF PEOPLE**

**RISK CATEGORY:** Risk of slips trips, falls, and collisions. **HIGH.**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- All entrance and exits points are clearly marked throughout the College
  - Good sign posting of all locations, departments and facilities
  - All walkways, corridors, and passage ways to be kept clear and free from obstruction
  - Floor surfaces are provided with non-slip finishes where possible
  - Floor mats used at all doorways /walkways shall be of the non-slip variety with self adhesive strips fitted
  - Lighting shall be suitable and adequate both inside and outside the College buildings and in the college grounds. Regular window cleaning and maintenance shall enhance natural lighting
  - All tutorial rooms and lecture theatres shall have clear and safe access and egress.
- Adequate and clear aisles (1 meter wide) shall be provided. An occupancy per room notice has been posted in each lecture hall and only this number are chairs are allowed in each room.
- Floor cleaning operations shall be carried out at quiet times and in such a manner as not to endanger those walking in the area.

##### **RESOURCES:**

- Induction and training programmes for maintenance and cleaning staff. General information provided for all other staff
- Well maintained access equipment (i.e.) ladders, stairs, walkways, corridors etc.
- Suitable and well maintained lighting system facilitating safe access and movement
- Supervision and risk assessments of areas with large gatherings including the Halla, Tailteann during Graduations, exam centres etc

#### **4.13 HAZARD: CATERING**

**RISK CATEGORY:** Risk of burns, scalding and injury — **HIGH**

(Persons working in the kitchen are not employees of Mary Immaculate College but the contractor is expected to work with the College Authorities in reducing the risks.)

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

- Persons work in the kitchen will receive training and instruction in best practice
- Training in fire prevention provided
- Thermostatic control of the deep fat fryers with regular cleaning and servicing
- Maintenance of all equipment including the gas supply equipment
- Kitchen staff trained and follow good hygiene practices
- Personal protection in the form of gloves, safety shoes etc provided
- The contractor carrying out kitchen operations will provide a safety statement to the College based on the risk associated with the work activities.

#### **RESOURCES:**

- Large modern kitchen facilities with new floor surface recently installed
- New equipment installed with regular servicing
- Ventilation and extraction systems provided
- Training of staff and supervision provided
- Issues such as reputable suppliers of food products, pest controls measures and recycling measures in place
- Fire and emergency procedures and gas cut off provided
- Signs provided to remind workers of the dangers
- Safe practices need to be in place when using cutting equipment such as the slicer
- Fridge and freezer can be opened from the inside
- Rest rooms with showers provided for the kitchen staff

#### **4.14 HAZARD: USING TARA AUDITORIUM HALLA FOR LECTURES, CONCERTS etc**

**RISK CATEGORY:** Risk of persons being unable to get out in safety during an evacuation-  
**HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

- Arrangements in place for evacuation of the Halla during concerts, plays etc.
- All exits clearly marked and clear of any obstruction.
- An occupant capacity in accordance with legislation adhered to
- Enough fire fighting equipment and extinguishers available.
- All trip hazards, cables and equipment taped down or removed
- Provision of a first aid person and a first aid box.
- There is provision for lighting and torches etc
- Welfare facilities within easy reach
- Provision of enough trained staff to control all eventualities
- Provisions for Persons with Special Needs
- Extra precautions when there are visitors and children in attendance

#### **RESOURCES:**

- Enough fire fighting equipment available
- The College requires an 'Event Organiser' for each function to oversee the safety issues and have trained staff available.
- Trained first aid person needs to be available
- Implementation of the Fire Services Act 1981 regulations with a dedicated person who will make Emergency Announcements
- Exit routes kept clear with exits clearly marked
- All lighting and electrical equipment maintained by an electrician
- A questionnaire may be developed to ensure all groups using the Halla follow the required Health and Safety duties
- Supervision must be provided during all events in the Halla.
- The curtains, chairs and other items being used need to be fire resistant

#### **4.15 HAZARD: WORKING AT HEIGHTS**

Working at height means working in any place in the course of obtaining access to or egress from any place (except by a staircase in a permanent place of work), at or below ground level, from which, if measures required by the regulations were not taken, an employee could fall a distance liable to cause personal injury. The following hazards can result from falling from heights. They include fatality, head injuries, cuts and bruises, broken bones.

#### **RISK CATEGORY:**

**Risk:** Risk of falling from a height — **HIGH**

**Risk:** Risk of entanglement — **MEDIUM**

**Risk:** Risk of injury from glass, sharp object — **MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS:**

#### **CONTROL MEASURES:**

- Only competent personnel can carry out duties on roofs, window or gutters
- In the case of contractors Safety/Method Statements must be provided
- The Buildings Maintenance Manager must be informed of all such work and the College are considering using a 'permit to work' system to maintain safety.
- For all work involving the use of a platform or going onto the roof of a building a barrier to stop a fall must be in place or a harness be used
- This type of work comes under the 2006 Construction Regulations
- Two people involved in roof work, outside windows, gutters and sewerage work
- Follow safe procedures as laid out in College procedures



- Supervision of the work and the system of work
- No interference with any plant or machinery without prior permission from the Buildings Maintenance Manager/Health and Safety Officer.

## **RESOURCES:**

- All equipment being used is safe and well maintained
- Training will be given in ladder use, height for hire equipment etc
- Warning signs provided and used where appropriate with the work area being cordoned off
- Supervision of all the work being carried out
- Work at height will be restricted during poor weather conditions.
- Allow enough time and manpower for the tasks involved
- Ensure as far as is reasonable that the equipment is in good working order
- Safety issues review before the work starts

## **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 4 Chapter of SI 299 of 2007.

## **4.16 HAZARD: WORKING AT HEIGHTS - MOBILE TOWERS**

### **HAZARDS**

1. Falls from height.
2. Falling materials.
3. Collapse of structure.
4. Unsuitable base.
5. Overloading.
6. Unsound materials.
7. Unsafe access.
8. Untrained erectors.
9. Adverse weather conditions.
10. Overhead cables and other obstructions.

### **RISK CATEGORY: MEDIUM**

### **THE PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES:**

1. Mobile Access Towers must only be erected by trained/experienced persons.
2. Check location for overhead electricity cable hazards and other obstructions.
3. Towers should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
4. Castor wheels, if fitted, should only be used on level ground and be fitted with brakes.
5. Components should be correctly fitted together, and the tower kept vertical.
6. Manufacturer's instructions must be followed regarding erection, especially for bracing.

7. Maximum height to least base width ratio must be established from the manufacturer's instructions for use.
8. This may include an allowance for outriggers where fitted.
9. Wherever possible, the tower, should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
10. When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower
11. Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
12. Platforms must be fully boarded, with guard rails and toeboards and access provided by trapdoors.
13. Towers should be loaded only in accordance with manufacturer's instructions.
14. Adequate signage and protection to be provided at base level.

## **RESOURCES:**

1. Manufacturer's instructions.
2. Provision of proper equipment.
3. Provision of Personal Protective Equipment.
4. Provision of employee training programme.

## **REFERENCE:**

Safety, Health & Welfare at Work (Work at Height) Regulations 2006

Safety, Health & Welfare at Work (General Application) Regulations 2007 Part 4

## **4.17 HAZARD: WORKING AT HEIGHTS - MOBILE ELEVATED WORK PLATFORMS**

### **HAZARDS**

1. Falls from height.
2. Falling materials.
3. Unsuitable ground.
4. Overloading.
5. Unsound materials.
6. Unsafe access.
7. Untrained operators.
8. Adverse weather conditions.
9. Overhead cables and other obstructions.
10. Other vehicles

### **RISK CATEGORY: MEDIUM**

### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES:**

1. MEWP's must only be operated by trained and certified persons.
2. Check location for overhead electricity cable hazards and other obstructions.
3. MEWP's should be on firm, level ground.
4. Stabilisers Outriggers must be used if fitted to MEWP.
5. Manufacturer's instructions must be followed regarding operation.
6. Do not operate over the safe working load.
7. Do not operate in wind speeds over the manufacturer's recommendations.

8. Always wear a restraint safety Harness.
9. Always attach the restraint harness to the anchor points inside the machine.
10. Always drive within the speed limit on site

## **RESOURCES:**

1. Manufacturer's instructions.
2. Provision of proper equipment.
3. Provision of Personal Protective Equipment.
4. Provision of employee training programme.

## **REFERENCE:**

Safety, Health & Welfare at Work (Work at Height) Regulations 2006

Safety, Health & Welfare at Work (General Application) Regulations 2007 Part 4

#### **4.18 HAZARD: PASSENGER LIFTS**

##### **HAZARDS**

1. Lift failure
2. People trapped
3. Persons falling from a height,
4. Trapping of fingers or other parts of the body by moving mechanisms, or a breakdown whilst people are in the lift.
5. Lift out of synchronisation with floor level
6. Fire in lift shafts

##### **RISK CATEGORY: LOW**

##### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

1. The Buildings Maintenance Manager will ensure that all repairs are carried out by competent persons.
2. Lift maintenance to be undertaken by the Lift Service Company, on a regular basis.
3. Appropriate lift out of service warning signs to be provided by the lift engineers and displayed when working in the lift.
4. Emergency telephone installed in lift. Written instructions provided to staff trained on life rescue on how to manually wind lift to nearest floor. Personnel authorised to carry out procedure appointed. Out of hours use prohibited.
5. The Buildings Maintenance Manager will maintain records of all lift inspections, statutory tests and a register of all repairs and any other relevant works carried out on the lifts.
6. If a person(s) are trapped in the lift or if there is a power failure, emergency procedures are in place to access the lift as quickly as possible.

7. Lifts should not be used in the event of a fire, or during a fire evacuation of a building.
8. The lift will not be loaded above the manufacturer's safe working load.

### **RESOURCES:**

1. In the event of a breakdown or if persons are trapped in the lift, then the relevant Lift Service Company must be contacted immediately. A lift rescue must not to be attempted by any untrained College staff.
2. Training course to be provided for staff who are authorised to release trapped persons. Training records to be kept by Health and Safety Officer.

### **REFERENCE:**

Safety, Health and Welfare at Work Act 2005

#### **4.19 HAZARD: HOT WORK (WELDING AND FELTING)**

**RISK CATEGORY:** Risk of fire, fumes, eye damage — **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

- All hot work (welding, felting) must be approved by the Buildings Maintenance Manager and safety precautions put in place
- Area to be sealed off
- Precautions such as fire extinguishers, screens, shields to be used
- Signs erected to inform employees and students of the dangers
- Correct procedures to be followed during any hot work
- Ensure there is enough room and away from any packaging and combustibles
- Ensure ventilation of the area
- Trained personnel only involved in the work with supervision
- When any hot work, sewerage work or excavations are being planned all safety considerations will be taken including a Safety Statement or a Method Statement from the contractor

#### **RESOURCES:**

- Adequate signs and precautions available for the work
- The works area must be sealed off
- Personal protection and safety equipment to be used
- Best practice to be followed and a 'permit to work' system may be introduced
- Ensure adequate time is available to complete the job
- Allow time for a tidy up
- Allow time and supervision for a fire watch for 60 minutes after hot work
- The Buildings Maintenance Manager/Health and Safety Officer needs to be informed when finished
- All contractors carrying out such work require a Safety/Method Statement
- First aid and fire precautions available



#### **4.20 HAZARD: NOISE**

#### **RISK CATEGORY: MEDIUM**

Damage to hearing, causing deafness from constant or loud noise, short/long term hearing damage. Problems from noise exposure also include, tinnitus, permanent hearing damage and deafness.

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Adequate information available on Noise Regulations.
2. Display notices where noise is a problem (85dBA or above)
3. Audiometric tests available if required.
4. Ear protectors available and must be enforced if noise exceeds 85dBA.
5. Noise reduction programme.
6. Ear protection must be worn where the noise level exceeds 80dBA
7. Ear protection must be worn when using or operating certain equipment e.g. angle grinders, chainsaws etc.
8. Staff must be trained and competent in the use and maintenance of PPE
9. Restrict access of members of the public to work area

#### **REFERENCE:**

The Safety Health and Welfare at Work (Control of Noise at Work) Regulations 2006 (S.I. No. 371 of 2006).

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 5 Chapter 1.

#### **4.21 HAZARD: VEHICULAR TRAFFIC**

##### **RISK CATEGORY: LOW**

**HAZARDS** Staff, students, contractors, visitors struck by vehicles, risk of serious injury to pedestrians due to collision with vehicles

##### **THE PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES**

1. Pedestrian walkways and road crossings are provided on the Campus.
2. Signage is erected to communicate the speed limit is 15 mph on the Campus.
3. Adequate lighting will be provided externally in each location.
4. Roadways to be maintained free from deep potholes.
5. Parking outside of designated areas to be discouraged, e.g. on driveways, footpaths, in front of emergency exits, etc.

##### **RESOURCES**

1. Security staff to observe and resolve any breaches of the safety controls in place.
2. Restrictions on car parking in place, including clamping of vehicles violating car parking rules.

##### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007

## 4.22 HAZARD: CHILDREN ON THE CAMPUS

**RISK CATEGORY:** Risk of children being injured by vehicles, sports activities etc - **HIGH**

**THE PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES:**

- Controls in place when children are on Campus and they are supervised at all times
- Most issues of children on Campus are pre organised such as summer camp and concerts in the Halla and TARA Building.
- Personnel that are trained in children's activities provide supervision
- Parents/guardians are expected to supervise children in their care
- No obvious hazards for children left unattended
- A system of traffic control and pedestrian pathways in operation
- Supervision when children are being brought to the College and collected
- Children will only be requested to carry out tasks that are within their capacity
- The College plans to request a Safety Statement from groups organising events that involve children on the Campus and will check the controls they have in place.

### **RESOURCES:**

- Supervision at all times for children on the Campus
- Maintenance of all equipment and furniture that children may use
- If using Tailteann for sports, matting to be used to reduce the impact of the child hitting the ground at force if using a slide or other equipment
- All potential hazards such as debris on the pitches, protruding objects to be checked and corrected
- Any equipment that is not for children's use should be taken away
- Any action to meet the 1995 Occupiers Liability Act to be enforced
- Security and College staff to keep a watchful eye on unauthorised entry

#### **4.23 HAZARD: USING GRINDERS, SHREDDERS, COMPACT BALER, OVENS etc**

**RISK CATEGORY:** Risk of entanglement of the fingers and hands, - **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

- Correct procedures to be followed by the users of all equipment
- It is not practical to provide supervision but the College will ensure that the equipment is safe to use and that competent personnel only are allowed use equipment that has the potential to cause damage
- All breaks, misuse and faults to be reported
- Guards and other safety features where appropriate must be kept on the equipment
- Maintenance programme in operation
- Personal protection must be worn where appropriate
- Suitable dress essential – no ties or loose sleeves
- Stop and start buttons must be clearly visible and marked
- The starting of the equipment must always be by deliberate action
- Training and instruction must be provided for employees not familiar with the task
- Clear warning signs of the dangers need to be in place

#### **RESOURCES:**

- Availability of personal protection equipment as required
- Training provided in the use of equipment
- Preventative maintenance programme
- Suitable machine guards provided and maintained
- Extra attention needs to be given to equipment that may be dated and does not have modern safety features. Such equipment should be phased out
- Warning signs to be provided of the dangers
- Where appropriate there should be procedures for the safe use of equipment
- Supervision of the event and use of the equipment where appropriate
- Environmental conditions suitable with good housekeeping, space etc.

#### **4.24 HAZARD: NATURAL GAS HEATING**

**RISK CATEGORY:** Risk of explosion, leaks and Fire — **HIGH**

**THE PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

**CONTROL MEASURES:**

- Boilers have been installed in recent years that comply with the highest safety standards and engineering specification
- The system was commissioned and is in compliance with Bord Gais specifications
- Isolation valves on incoming gas lines
- Ventilation provided in the boiler houses
- Louvered doors and wall vents are in place
- Flues to remove waste gases provided
- Good housekeeping and clear access maintained
- Restricted access to the boiler house to authorised personnel only

**RESOURCES:**

- New equipment installed
- Servicing of the equipment at regular intervals. This is done by a competent external agency. Servicing also takes place of gas equipment located in the kitchen
- Signs are used to give warning of the dangers
- There are regular safety audits on the workings of the equipment
- Housekeeping maintained
- Lighting and ventilation provided
- Fire fighting equipment located near all boilers
- Supervision of all duties

#### **4.25 HAZARD: CONTRACTORS WORKING ON THE CAMPUS**

**RISK CATEGORY:** Risk of injury from machinery, falls etc **HIGH**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- All of the Contractors that carry out work on the Campus report to the maintenance personnel for directions, keys etc
- There is a prior agreement for all contractors coming on site
- When some of the high risk duties are being performed a member of the maintenance staff accompany the Contract Personnel
- To ensure that all personnel coming on site are competent and carry out work in accordance with College rules a Safety Statement or a Method Statement will be required from Contractors.
- The College may introduce a 'permit to work' system in the coming months
- College services will not be interfered with unless with the approval of the Buildings Maintenance Manager
- All contractors are expected to wear the appropriate safety equipment when carrying out their duties in the College

##### **RESOURCES:**

- Directions, assistance, and equipment support will be provided by the College
- Risk assessments may need to be carried out before the work commences
- Appropriate supervision will be carried out by College personnel
- Follow up on Safety Statements and Method Statements
- When contractors are not complying with safety rules the work may be stopped
- Issues of housekeeping, cordoning off the work area and appropriate safety precautions are expected from all contractor.

#### **4.26 HAZARD: SPORTS EVENTS IN TAILTEANN**

**RISK CATEGORY:** Risk of falling, and injury — **MEDIUM**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Appropriately qualified staff available when Tailteann is in use
- Persons are requested to carry out reasonable sports tasks and should only be requested to carry out tasks that are within their means
- Any equipment that is being used must be periodically inspected
- The equipment must be used in the proper manner
- First aid box and first aiders on duty
- All blood injuries must be attended to at once
- Maintenance of the equipment takes place at regular intervals
- Outside groups using Tailteann must provide adequate supervision if there are young people or children using the facilities

##### **RESOURCES:**

- Provision for best practice and Codes of Practice to be followed during all P.E classes in Tailteann and sporting events
- Exits kept clear and fire precautions taken
- Ample lighting provided
- Supervision of classes and of children that may attend events
- First aid person always in attendance
- All equipment will be maintained in good order
- Reasonable supervision provided

## **4.27 HAZARD: OFFICE WORK**

### **RISK CATEGORY:**

**Risk:** Risk of back, finger and eyestrain – **MEDIUM**

**Risk:** Risk of fatigue – **MEDIUM**

### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

### **CONTROL MEASURES:**

- Chairs that can comfortably accommodate employees and students allowing adjustability, flexibility and mobility will be provided
- Housekeeping- files, bins etc. need to be kept neatly to avoid trips and falls
- Lighting at the appropriate levels between 500 and 1000Lux
- Control of temperature, humidity, noise, dust, etc. where appropriate with good ventilation
- The design and layout of the work area to be suitable to the work to be undertaken and meet SHWW General Application Regulations 2007.
- Ensure that glare is kept to a minimum
- Ergonomic issues being addressed on an ongoing basis by the College

### **RESOURCES:**

- Furniture that complies with best ergonomic practice provided
- Training in good office and VDU practices may be provided for employees working with I.T. equipment
- Space for each employee to work in comfort
- Lighting, temperature, ventilation etc. provided
- Chairs to support employees' lumbar with adequate height and tilt
- Provision of glare adjustable covering and curtains on the windows
- Employees at risk may receive training
- Risk assessments being carried out

### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007



#### **4.28 HAZARD: USE OF CLEANING CHEMICALS AND OTHER AGENTS**

**RISK CATEGORY:** Risk of poisoning, dermatitis, inhaling fumes— **LOW**

**PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

##### **CONTROL MEASURES:**

- Employees need to be aware of the dangers of the cleaning agents, chemicals, paints or glues they are working with. – MSDS sheets can be got from the supplier
- Use the safety equipment that is appropriate, masks if required
- Have good ventilation in the work area.
- Some vapours may lodge - be aware of such dangers with poor ventilation
- Ensure there is enough lighting for the task
- Ensure the lids are replaced immediately
- The chemicals and solvents involved are used for cleaning toilets, floors and carry out research in the Geography Department

##### **RESOURCES:**

- Information to be given to employees of the substance they are using
- The College will ensure that all substances are suitable for the tasks they are being used for by having appropriate checks of the contents
- All necessary precautions with masks, gloves, ventilation must be taken and employees need to be aware of issues such as dermatitis and inhalation issues
- Where required a suitable metal container that will be banded will be provided
- Appropriate supervision of the use of all chemicals and solvents
- All solvents should be in their own containers clearly labelled to avoid confusion
- Manufacturers instructions must be followed and observed
- First aid provisions provided

#### **4.29 HAZARD: DUST AND FUMES**

The College will endeavour to prevent exposure to dust and fumes, if prevention is not possible all reasonable measures will be taken to ensure that dusts, fumes, vapours and gases do not exceed the threshold limit values for the substance. Dust can result from cleaning, demolition, cutting and grinding operations entering the respiratory system or lodging in the eyes, fumes from chemical treatment/paints/sprays can enter the respiratory system or be in contact with the eyes or skin. Damage to lungs/Asphyxia Collapse/Unconsciousness can occur when working with certain substances.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Extractor equipment will be provided where operations involving serious dust or fume hazards occur.
2. Adequate PPE will be issued to employees operating or in the vicinity of a dust or fume hazard.

#### **RESOURCES:**

1. Adequate ventilation and extraction, and/or fume cupboards will be used
2. Provision of Personal Protective Equipment.
3. Provision of employee training programme.
4. MSDS (safety data sheets) will be made available and Staff and students should read and observe the recommendations for each substance.

#### **4.30 HAZARD: LIGHTING**

Poor lighting affects safety and performance of tasks. The lighting levels at Mary Immaculate College are sufficient for the work being undertaken.

#### **RISK CATEGORY: LOW**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Sufficient lighting is provided to promote safe, comfortable and efficient work performance.
2. Proper lighting is used for all activities to avoid fatigue.
3. Careful consideration will be given to the positions of the light sources and visual tasks to reduce glare.
4. Corridors, toilets and stairways will be well lit to enable staff, students and visitors to move about safely at all times.

#### **RESOURCES:**

1. Well maintained lighting system.
2. Emergency lighting system.
3. Provision of adequate supervision.

#### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter

#### **4.31 HAZARD: PERSONAL PROTECTIVE EQUIPMENT**

Risks of Injury and Disease when PPE is not properly used when required. Where Personal Protective Equipment is provided for use, then there is a legal obligation on staff members to use it. Similarly there is an obligation on managers to ensure that Personal Protective Equipment, provided for the safety and health of the staff is worn by the staff when they are engaged on activities which requires personal protection.

#### **RISK CATEGORY: MEDIUM**

#### **THE PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Before beginning any work requiring PPE, check that your Personal Protective Equipment is in good condition.
2. Make sure you have all the Personal Protective Equipment you require to do your job safely e.g. Helmet, Gloves, Goggles, Safety Belt, Safety Footwear, Eye Shields, Ear Defenders, High Visibility Belt etc.
3. Defective Personal Protective Equipment must not be used in any circumstances. Replace immediately.
4. Make sure that your Personal Protective Equipment is a good fit and is comfortable.
5. Managers/Supervisors must ensure staff have adequate information on the Personal Protective Equipment provided.
6. Store your Personal Protective Equipment carefully so that no damage will occur.
7. Managers/Supervisors must ensure that staff wear the Personal Protective Equipment provided. They should also wear their own P.P.E. when conducting site visits.

#### **RESOURCES:**

1. Provision of Personal Protective Equipment.
2. Provision of employee training programme.

#### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 3

#### **4.32 HAZARD: USE OF TOOLS AND EQUIPMENT**

Risks of fatality, serious injuries due to misuse, malfunction, maloperation of tools or equipment

The following injuries can occur by using tools and equipment in the workplace, including broken bones, cuts/bruising, muscle injury, sprains/strains and eye injuries.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

1. Trained and competent to use the equipment/tools
2. Only approved tools and equipment to be used per tools and equipment manuals
3. Do not use defective tools or equipment and remove from service
4. Comply with all procedures and instructions
5. Inspect all tool and equipment before use
6. Complete Schedule of maintenance for specific tools and equipment
7. Adhere to Operational procedures where applicable
8. Wear appropriate PPE
9. Restrict access to work area

#### **RESOURCES:**

1. Provision of Personal Protective Equipment.
2. Provision of employee training programme.

#### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2  
Chapter 2

### **4.33 HAZARD: TEMPERATURE AND HUMIDITY**

Insufficient or excessive heating and humidity levels in offices and lecture rooms and workshops may cause lack of concentration, fatigue, heat stress, trauma discomfort and illness. It can affect individuals in different ways, and some people are more susceptible to it than others. Typical symptoms are in particular, an inability to concentrate; thirst, fainting, irritability, fatigue, nausea, headache and moist skin.

#### **RISK CATEGORY: LOW**

#### **THE PERSONS AT RISK: STAFF, STUDENTS, CONTRACTORS AND VISITORS**

#### **CONTROL MEASURES:**

The College undertakes to monitor and assess the performance of its heating and ventilation systems in order to comply with the requirements set in the Safety, Health and Welfare at Work (General Application) Regulations 2007.

1. This requires where practicable:
2. The provision of sufficient fresh air in enclosed places of work/natural ventilation through windows and doors.
3. The maintenance of a forced ventilation system if used.
4. The monitoring of systems to ensure that no draughts, deposits or dirt is presented which would create a discomfort to employees.
5. A temperature of not less than 17.5° C for sedentary office work shall be achieved and maintained after the first hour of work. (Other sedentary work – 16 °C)
6. There should be a means to enable employees to measure the temperature in any workplace. This can be facilitated by the Health and Safety Officer.

#### **RESOURCES:**

1. Provision of Personal Protective Equipment.
2. Provision of employee training programme.

#### **REFERENCE:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2

#### **4.34 HAZARD: VIOLENCE AND AGGRESSION TO STAFF**

Violence at work is an incident in which a member of staff is abused, threatened or assaulted by a member of the public or others in circumstances arising out of the course of their employment. The hazards to staff include, verbal abuse and threats, racial and sexual harassment as well as threatening behaviour and physical attacks on persons and possibly, fractures, lacerations and contusions.

#### **RISK CATEGORY: MEDIUM**

#### **PERSONS AT RISK: STAFF WORKING ALONE OR AFTER HOURS**

#### **CONTROL MEASURES:**

1. Lone working will be avoided where possible
2. Staff to be briefed to recognise the warning signs of a potentially violent situation and how to deal with it
3. Where necessary, counselling will be available to staff members adversely affected by violence / abuse
4. Rostered staffing levels to ensure acceptable security conditions

#### **RESOURCES**

1. Staffing and supervision levels maintained to ensure adequate levels of staff present.
2. Staff training in how to deal with violence and aggression.

#### **REFERENCES**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2

#### **4.35 HAZARD: PHOTOCOPIERS / PRINTERS**

1. Making photo copies / Printing
2. Removing staples,
3. Loading paper
4. Clearing paper jams
5. Maintaining machines

**RISK CATEGORY: LOW** - Paper / staple cuts, Electrical shock, Burns from plates or rollers

**PERSONS AT RISK: STAFF AND STUDENTS**

#### **CONTROL MEASURES:**

1. Follow manufacturer's instructions for use and maintenance of photocopiers / printers
2. Use ONLY materials designed for use in a photocopier/ printers
3. Use staple remover when separating documents
4. Follow instructions carefully on display panel or in user manual when clearing paper jams
5. Wear suitable personal protective gloves when changing toners
6. Store unused toner in original packaging away from direct sunlight or sources of heat

#### **RESOURCES:**

Staff training for College personnel looking after printers and photocopiers and maintenance of same.



#### **4.36 HAZARD: SHELVING / STACKING**

1. Shelving /stacking
2. Stacking
3. Large long box/cartons etc
4. Overloading of shelving

**RISK CATEGORY: MEDIUM** - Lacerations, Fractures, Head Injuries,

**PERSONS AT RISK: STAFF AND STUDENTS**

#### **CONTROL MEASURES**

1. Where Employees are involved in heavy lifting operations, suitable and appropriate safety footwear will be worn
2. All items will be stored / stacked in such a way as to prevent rolling or collapse
3. All heavy items will be stored at knuckle to shoulder height level
4. Approved ladders / steps will be used to access items at high levels
5. All racking and shelving will be suitable and capable of supporting the weight of the intended load
6. For all off-floor activities, where an employee may injure themselves if they fall, then suitable fall protection must be in place
7. Employees will not block passages, stack loose items on the top shelves, or overload shelving units

#### **RESOURCES**

Staff training for College personnel in Manual handling and working at height equipment

#### **4.37 HAZARD: SHARP OBJECTS**

1. Lacerations
2. Blood loss
3. Infections
4. Collecting Broken Glass
5. Sharp Objects etc.

**RISK CATEGORY: LOW** - Broken Glass / Sharp Objects

**PERSONS AT RISK: STAFF, CONTRACTORS**

#### **CONTROL MEASURES:**

1. Employees will wear appropriate puncture / protective gloves when gathering the glass / sharp objects
2. Employees and contractors will never attempt to pick up sharp objects without wearing personal protective equipment

#### **RESOURCES:**

Health and Safety Training for all members of staff to include guidance on personal protective equipment to be worn when handling sharp objects

#### **4.38 HAZARD      ASBESTOS FIBRES IN AIR**

Breathing in air containing asbestos dust (fibres) can lead to asbestos-related diseases, mainly cancers of the chest and lungs. With many buildings completed in Ireland using asbestos up until 1980, as a component in building materials as well as insulation and other applications. Wherever asbestos-containing materials are located, there is a hazard which can become a severe risk if the materials are disturbed and damaged releasing airborne fibres.

The College has in recent years, in compliance with best practice engaged professional asbestos contractor removals to remove asbestos residue that was located in the boiler houses.

When the College wish to remove asbestos at any location, all Asbestos Regulations pertinent to the work will be taken as outlined in the 2006 Construction Regulations and The Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006. The normal procedure is to acquire the services of an Asbestos Contractor to carry out the work and remove all traces of the fibres.

**RISK CATEGORY:** Risk of cancer or asbestos related diseases - MEDIUM

**PERSONS AT RISK:** Staff, Contractors

#### **CONTROL MEASURES:**

1. Survey of Asbestos at the College completed by specialist contractor
2. Asbestos register maintained by the Buildings Maintenance Manager including information relating to asbestos identification, removal and disposal
3. All contractors and maintenance staff are informed of the presence of known or suspected asbestos and the location and details of asbestos works to be carried out
4. Exposure to asbestos will be prevented by use of appropriate control measures
5. All asbestos work is managed by the Buildings Maintenance Manager. This involves surveys of the College premises to identify the location and condition of asbestos containing

materials. Specialist contractors are then used to either remove, properly seal or dispose of any asbestos containing materials

### **RESOURCES:**

1. Asbestos contractor used to carry out any asbestos material removal
2. Specialist trained persons in dealing with asbestos work will undertake any projects with appropriate supervision
3. Occupational hygienist will be used to perform health monitoring of the atmosphere when required for any asbestos related works
4. A risk assessment and plan of work must be prepared before any work involving asbestos takes place

### **REFERENCE:**

Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 (SI 000/06)

The Safety Health and Welfare at Work Act 2005.

The Safety Health and Welfare at Work Construction Regulations 2006 SI 504 2006.

The Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006.

The Safety Health and Welfare at Work (General Application) Regulations 2007 SI 299 2007

HSA Guidelines on Working with Materials Containing Asbestos Cement (2005).

#### **4.39 HAZARD      LEGIONNAIRES' DISEASE**

Legionnaires' Disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppression, smoking etc.

If conditions are favourable the bacterium may grow creating conditions in which the risk from Legionnaires' disease is increased. This virus can be found in water supplies that are stagnant such as unused showers, unused pipes and when there is rust, scale or dirt in the pipes. If any evidence of the virus is found it is treated with chemicals and records are kept of the work carried out.

**RISK CATEGORY:**              LOW- with control measures

**PERSONS AT RISK:**              Staff, Students, Visitors and Contractors

#### **CONTROL MEASURES**

1. Identify and assess any possible sources of risk
2. Appropriate water treatment and cleaning regimes to eliminate possibility of legionella bacteria in water systems
3. Water temperatures that favour growth of legionella bacteria will be avoided.
4. Procedure will be followed to ensure that water cannot stagnate in water systems.
5. Water systems designed in a manner to avoid legionella problems will be used and will be regularly maintained

#### **RESOURCES**

1. Only materials that does not allow legionella growth will be used
2. All water systems including tanks will be cleaned, and checked to ensure that no debris or other matter is forming within them
3. All showers on Campus will be inspected and cleaned to prevent any infections by legionella
4. Only trained Maintenance staff and contractors will work on the water systems, they will have knowledge of the risks of legionella and the measures taken to minimise these risks
5. College staff will be aware of the control measures to be taken to prevent problems of stagnant water such as flushing through showers with water following periods of non-use.

6. Raising the temperature of the warm water in areas not used during certain periods will be performed to control legionella growth

## LEGISLATION

Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005)

SHWW (Biological Agents) Regulations 1994,

SHWW (Biological Agents) (Amendment) Regulation 1998 (SI 248/98)

#### **4.40 HAZARD LECTURE THEATRES AND LECTURE ROOMS**

**RISK CATEGORY:** Tripping/slipping and falling - LOW

**PERSONS AT RISK:** Staff, Students, Visitors and Contractors

#### **CONTROL MEASURES**

1. Any lecture theatres or lecture rooms requiring repair to furniture or flooring will be carried out under the direction of the Building Maintenance Manager.
2. Adequate lighting will be available in all lecture theatres and lecture rooms on Campus
3. Steps into lecture theatres and lecture rooms will be illuminated to reduce the risk of tripping and falling.
4. Suitable fire safety procedures will be in place which will include the provision of appropriate external emergency escapes from the theatres.

#### **RESOURCES**

1. College staff members will ensure that all passageways and aisles are clear and free from obstruction and trip hazards to prevent persons having an accident
2. Spillages in Lecture theatres and lecture rooms will be cleaned up immediately and spillages will be cordoned off to prevent persons slipping on a wet floor in the library area.
3. Staff will receive training in safety and hygiene practices and techniques to deal with any spillages of hazardous materials i.e. bodily fluids
4. All seating provided for staff and students will be maintained in good condition and maintenance staff will replace any old or damaged seating with ergonomic seating

#### **LEGISLATION**

Safety, Health and Welfare at Work Act 2005

#### **4.41 HAZARD STAFF LOUNGE MAIL BOXES**

**RISK CATEGORY: Cuts to head or head from protruding items - LOW**

**PERSONS AT RISK:** Staff, Students, Visitors and Contractors

#### **CONTROL MEASURES**

1. Mail boxes are not to be obstructed with items that may result in an injury to the hand or an injury to the head when retrieving items.
2. All staff will be trained in Health and Safety, and will be informed of the requirement for good housekeeping for the use of staff mailboxes
3. The floor in the staff lounge will be clear from any items that cannot fit into mailboxes i.e. books or parcels. They will be collected from Main Reception by staff

#### **RESOURCES**

1. Reception staff will ensure that mail boxes are not overfilled with items on a daily basis.
2. Letters and post not of correct size to fit into mailboxes will be stored at Main Reception or delivered to the office of the staff member.
3. The staff lounge is on swipe access to ensure that only authorised persons can have access to the mailboxes
4. Staff mailboxes are positioned at a suitable height to ensure that staff do not have to overreach or use a step stool to collect post

#### **LEGISLATION**

Safety, Health and Welfare at Work Act 2005



#### **4.42 HAZARD LONE WORKING**

**RISK CATEGORY:** Accidents, incidents (staff member may become unwell), violence from intruders – MEDIUM/LOW

**PERSONS AT RISK:** Staff

#### **CONTROL MEASURES**

1. Regular security patrols of College Buildings.
2. Staff must not engage in any hazardous activities when they are working alone and must seek assistance when required.
3. Staff must take reasonable care to look after their own safety and health when lone working
4. Report immediately to Security any incidents or suspicious activities or persons in their areas

#### **RESOURCES**

1. Communication is very important: mobile phone, telephone or bleeper
2. Controlled periodic checks by security
3. Instruction and training in proper procedures
4. Locking and securing place of work
5. Training in how deal with violence and aggression in the workplace
6. Implementing incident reporting procedures
7. Provision of counselling

#### **LEGISLATION**

Safety, Health and Welfare at Work Act 2005

#### 4.43 HAZARD FIELD TRIPS

**RISK CATEGORY:** Exposure to weather. Slips, trips, falls. Students lost or separated from group. Accidents, incidents. Illness or injury. Medication needs – LOW

**PERSONS AT RISK:** Staff, Students,

#### CONTROL MEASURES

1. Briefing of the party beforehand regarding the hazards likely to be encountered and precautions to be adopted.
2. Hazard identification and risk assessments for both field work and trips should be completed prior to the commencement of the activity. This should summarise and detail the relevant arrangements that are in place.
3. Transport; travel arrangements to be arranged to and from the location including contingency plans.
4. Put in place suitable group control measures (for example, buddy systems, named groups with named leaders and roll call and identification systems).
5. Briefing to all on what to do if separated from group.
6. Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.

#### RESOURCES

1. Provision of adequate emergency equipment, first aid supplies and a person qualified in first aid.
2. Provision of adequate communications required in an emergency.
3. Emergency procedures and contact numbers to be decided beforehand and relayed to all members of the party.
4. Consider possible weather conditions and plan appropriate protective clothing (e.g. weatherproof or high visibility) and equipment.
5. Consideration should be given to appropriate staff/student ratios, which vary according to risks associated with the type of activity.
6. Staff/students should declare any relevant pre-existing medical condition and ensure they carry adequate medication with them.

#### LEGISLATION

Safety, Health and Welfare at Work Act 2005

## **SECTION 5**

## **APPENDICES**

## APPENDIX 1: ACCIDENT REPORT FORM



Mary Immaculate College,  
University of Limerick

### ACCIDENT/INCIDENT REPORT FORM

DATE: \_\_\_\_\_ TIME ACCIDENT/INCIDENT OCCURRED: \_\_\_\_\_

NAME: \_\_\_\_\_ DOB \_\_\_\_\_ I.D. NO. \_\_\_\_\_

STAFF ☐ STUDENT ☐ VISITOR ☐

PLACE OF INCIDENT: \_\_\_\_\_  
 TRAINING ☐ COMPETITION ☐ PE CLASS ☐ OTHER \_\_\_\_\_

#### NATURE OF INJURY:

ABRASION ☐ BITE ☐ BRUISE ☐ BURN ☐ CONCUSSION ☐ CUT ☐  
 DISLOCATION ☐ FRACTURE ☐ LACERATION ☐ PUNCTURE ☐ SCALD ☐  
 SCRATCHES ☐ ELECTRIC SHOCK ☐ SPRAIN ☐ OTHER \_\_\_\_\_

#### PART OF BODY INJURED:

ABDOMEN ☐ ANKLE ☐ ARM ☐ BACK ☐ CHEST ☐ EAR ☐ ELBOW ☐  
 EYE ☐ FACE ☐ FINGER ☐ FOOT ☐ HAND ☐ KNEE ☐ LEG ☐ MOUTH ☐  
 NOSE ☐ SCALP ☐ TOOTH ☐ WRIST ☐ OTHER \_\_\_\_\_

#### DETAILS OF ACCIDENT/INCIDENT:

#### ACTION TAKEN:

☐ FIRST AID TREATMENT GIVEN BY \_\_\_\_\_

#### SENT TO:

DOCTOR \_\_\_\_\_  
 HOSPITAL \_\_\_\_\_ BY \_\_\_\_\_

#### NAME AND ADDRESS OF WITNESSES:

1 \_\_\_\_\_ 2 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE OF PERSON COMPLETING THIS REPORT \_\_\_\_\_

STATUS \_\_\_\_\_

## APPENDIX 2: EMERGENCY CONTACT NUMBERS

EMERGENCY CONTACT NUMBERS		
Contact	Internal (I) / External (E)	Telephone Number
Gardaí	External (E)	(9) 999 or 3333 (112 Mobile Phones)
Fire brigade	External (E)	(9) 999 or 3333 (112 Mobile Phones)
Ambulance	External (E)	(9) 999 or 3333 (112 Mobile Phones)
Health & Safety Officer (Caroline Duffy)	Internal (I)	(061) – 204914 and (086) 2563629
Critical Incident Response Team Number	Internal (I)	4111 (Internal Phones)
Buildings Maintenance Manager (Brian Kirby)	Internal (I)	(061) – 204586
Security	Internal (I)	(061) – 204982 and (087) 6594341
TARA Security	Internal (I)	(061) – 204736 and (086) 8502607
Medical Centre	Internal (I)	(061) – 204343
Emergency Line	External (E)	3333 / (9)999 (Internal Phones)
Mid-Western Regional Hospital	External (E)	(061) – 301111 Speed Dial 3110
St John's Hospital	External (E)	(061) – 462222
Gardaí (Henry Street)	External (E)	(061) – 212400
Gas Company	External (E)	1850 20 50 50 (24 hrs) Speed Dial 3169
Limerick City Council	External (E)	061-415799

### APPENDIX 3: EVACUATION CHAIR OPERATORS

EVACUATION CHAIR OPERATORS		
Name	Department	Telephone Number
Mairéad Horan	Special Education Office -302a	061 20(4563)
Zeta Penny	Education Office-307-Main Building	061 20(4924)
Sheila O' Callaghan	Education-307 Main Building	061 20(4549)
Caroline Duffy	Health & Safety-C103 Aras Mc Auley	061-20(4914)
Jim Coleman	Library	061-204387
Gerardine Moloney	Library-L20a	061-20(4361)
Elizabeth Brosnahan	Library-LG2a	061 20(4362)
Maureen Mc Arthur	Library-L401	061 20(4539)
Mary Brassil	Library-301	061 20(4911)
Áine Finucane	Library	061 20(4369)
Louise Donlon	Lime Tree Theatre	061 77(4772)
Susan Ryan	Lime Tree Theatre	061 77(4772)
Robert Graydon	Lime Tree Theatre	061 77(4772)
Jay Kavanagh	Lime Tree Theatre	061 77(4761)
Gill Fenton	Lime Tree Theatre	061 77(4778)
Donal Cronin	Maintenance	061 20(4997)
John O' Brien	Maintenance	061 20(4997)
Paul Kirby	Maintenance	061 20(4997)
Mike Mc Sweeney	Maintenance	061 20(4997)



### EVACUATION CHAIR OPERATORS (Continued from pg. 138)

Michelle Glasheen	Psychology-R215 Res Block	061 20(4939)
Trish Kennedy	Student Services-112-Main Bldg	061 20(4909)
Dermot Fahy	TARA Security-TARA Building	061 20(4736) or (086) 8502607
Dave Cuddihy	Students Union Reception-TARA Building	061 400013/061 20(4907)
Dee Kennelly	Students Union-TARA Building	061 77(4706)
Emma Barry	Quality-R205-Res Block	061 20(4515)
Joe Carey	Tailteann-Gym	061 20(4375)
Leonard Enright	Tailteann-Gym	061 20(4375)

#### APPENDIX 4: EVACUATION CHAIR LOCATIONS

At present Mary Immaculate College has evacuation chairs at the following locations across the campus.

<b>Main Building (Foundation Building)</b>
The evacuation chair is situated on the Third Floor near the main stairs adjacent to Room 301.

<b>TARA Building /Teamhair</b>
<p>The evacuation chairs are situated at the following locations on the third floor:</p> <ul style="list-style-type: none"> <li>• Stairwell A - (Third Floor)</li> <li>• Stairwell C adjacent to the Medical Centre (Third Floor)</li> <li>• Stairwell D - (Third Floor)</li> </ul>

<b>Library Building</b>
<p>The evacuation chairs are situated at the following locations:</p> <ul style="list-style-type: none"> <li>• Stairwell adjacent to the Audio-Visual Dept Office &amp; Labs / Psychology Labs /Multimedia Facilities (First Floor)</li> <li>• Stairwell adjacent to the First Floor within the Library.</li> </ul>

<b>Summerville House</b>
The evacuation chair is situated on the First Floor near the main stairs.

<b>Res Block</b>
The evacuation chairs are situated at both stairs on the Fourth Floor.



## APPENDIX 5: LIST OF FIRST AIDERS

LIST OF FIRST AIDERS			
Name	Department	Room Number	Phone Number
Brian Kirby	Buildings Maintenance Manager- Maintenance	C5	061 20(4586)
Pat Browne	Campbell Catering	Ground Floor Restaurant, Main Building	061 20(4304)
John Randles	Courtbrack Accommodation (Off Main Campus)	Courtbrack	061 302500
Joe Clancy	Courtbrack Accommodation (Off Main Campus)	Courtbrack	061 302500
Jane Griffin	Computer Labs	G36	061 20(4305)
Jennifer Pope	ECCE	M109	061 20(4581)
Marie Quaid	Education Office	307	061 20(4310)
Maria Beville	English, Language and Literature	L108	061 20(4386)
Elaine O' Sullivan	Finance Office	104	061 20(4514)
Angela Hayes	Geography	G60	061 20(4577)
Caroline Duffy	Health & Safety	C103	061 20(4914)
Mary O' Brien	Human Resources	R101a	061 20(4505)
Emma O' Connor	Library	LG2a	061 20(4370)



### LIST OF FIRST AIDERS (Continued from Pg. 137)

Maureen Mc Arthur	Library	LG2a	061 20(4370)
Paul Kirby	Maintenance	n/a	061 20(4997)
Ger O' Donoghue	Maintenance	n/a	061 20(4997)
Frank Ryan	Maintenance	n/a	061 20(4997)
Anne Maree Mc Carthy	Medical Centre	T3.07	061 20(4343)
Breda Halpin	Medical Centre	T3.07	061 20(4343)
Helen O' Dea	Medical Centre	T3.07	061 20(4343)
Patricia Casserly	Placement Office	G04	061 20(4391)
Michelle Glasheen	Psychology Arts	R201b	061 20(4939)
Emma Barry	Quality Office/MIREC	R205	061 20(4515)
Anne Murray-Browne	Research & Graduate School Office	M5	061 20(4977)
Joe Redington	Sports & Recreation	S101	061-20(4705)
Shirley Kearney	Student Services	112	061 20(4510)
Trish Kennedy	Student Services	112	061 20(4909)
Dave Cuddihy	Students Union Reception-TARA Building	S.U. Reception-TARA Building	061 400013/061 20(4907)



**LIST OF FIRST AIDERS (Continued from Pg. 138)**

Siobhan Collins	An Siopa- Students Union TARA Building	An Siopa	061 20(4907)
Susan Ryan	An Siopa- Students Union TARA Building	An Siopa	061 20(4907)
Joe Carey	Tailteann	n/a	061 20(4306)
Deirdre Ní Chroinín	Tailteann	Tailteann	061 20(4553)
Niall Quinn	Visual Art	G24a	061 20(4530)

## APPENDIX 6: LIST OF FIRST AID BOX LOCATIONS

FIRST AID BOX LOCATIONS		
Department	Contact Name	Telephone Number
Reception, Staff Lounge, Halla-G12 (Main Building)	Marie O' Brien	061 20(4997)
Security Office	Pat Mc Garry/Des Mc Keown	061 20(4982)
TARA Reception	TARA Reception/Security	061 20(4736)
Art Room (Main Building)	Niall Quinn	061 20(4985)
Print Room (Main Building)	Eileen Madden	061 20(4985)
Student Services (Main Building)	Shirley Kearney	061 20(4510)
Res Block all floors	Caroline Duffy	061 20(4914)
Education Office ( Main Building)	Fintan Breen	061 20(4906)
Students Union Office and Shop	Deirdre Kennelly	061 20(4907)
CDU (Main Building) Room 302	Josephine Frahill	061-20(4366)
Presidents Office ( Main Building)	Valerie Meehan	061 20(4590)
Buildings Maintenance Office (Main Building)	Brian Kirby	061 20(4586)
Medical Centre TARA Building	Helen/Annemaree	061 20(4343)
Library Issue Desk	Library Staff	061 20(4370)
Computer Room	Computer Lab Attendants	061 20(4305)
Tailteann	Ciara Cregan	061 20(4375)
Summerville	Kitchen area-Staff based in Summerville(C Duffy)	061 20(4355)
Arts Office (Main Building)	Rachel Coleman	061 20(4972)
Research & Graduate School Office	Mary Collins	061 20(4350)
Placement Office	Maeve Sullivan	061 20(4307)
Household (Main Building)	Bridget Torpey	061 20(4985)
Workshop	Paul Kirby	061 20(4583)
Chaplaincy (T1.07 - TARA Building)	Fr. Mick Wall	061 20(4399)
Finance Office (Main Building)	Una Butler	061 20(4313)
Radio Station LG5	Station Manager	061 20(4127)

## APPENDIX 7: RECOMMENDED CONTENTS OF FIRST AID BOXES

### CONTENTS OF FIRST-AID BOXES

<b>Materials</b>	<b>1-5 Persons</b>	<b>6-25 Persons</b>	<b>25-50 Persons</b>
<b>Adhesive Plasters (mixed/blue)</b>	<b>12</b>	<b>20</b>	<b>40</b>
<b>Sterile Eye Pads (bandage attached)</b>	<b>-</b>	<b>2</b>	<b>4</b>
<b>Individually Wrapped Triangular Bandages</b>	<b>2</b>	<b>6</b>	<b>6</b>
<b>Safety Pins</b>	<b>2</b>	<b>6</b>	<b>6</b>
<b>Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx 10 x 8 cms)</b>	<b>-</b>	<b>6</b>	<b>8</b>
<b>Large Individually Wrapped Sterile Unmedicated Wound Dressings ( approx. 13x 9 cms)</b>	<b>1</b>	<b>2</b>	<b>4</b>
<b>Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x 17.5 cms)</b>	<b>-</b>	<b>3</b>	<b>4</b>
<b>Individually Wrapped Wipes</b>	<b>8</b>	<b>8</b>	<b>10</b>
<b>Paramedic Shears</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Pairs of Latex Gloves</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Sterile Eye Wash</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Glasses</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Vent Aid</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Burn Gel</b>	<b>1</b>	<b>2</b>	<b>3</b>

## APPENDIX 8: LIST OF (AED) DEFIBRILLATOR OPERATORS

LIST OF DEFIBRILLATOR OPERATORS			
Name	Department	Room Number	Phone Number
Brian Kirby	Buildings Maintenance Manager-Maintenance	C5	061 20(4586)
Regina Gormley	Buildings Services Office	G01	061 20(4572)
Gerard O' Donoghue	Maintenance	Maintenance Workshop	061 20(4583)
John Randles	Courtbrack Off Campus Accommodation	Courtbrack	061 302500
Joe Clancy	Courtbrack Off Campus Accommodation	Courtbrack	061 302500
Geraldine Murphy	Courtbrack Off Campus Accommodation	Courtbrack	061 302500
Jennifer Pope	ECCE	M109	061 20(4581)
Marie Quaid	Education Office	307	061 20(4310)
Maria Beville	English, Language and Literature	L108	061 20(4386)
Elaine O' Sullivan	Finance Office	104	061 20(4514)
Stephen Newman	Gaeilge	N32	061 20(4351)
Angela Hayes	Geography	G60	061 20(4577)
Caroline Duffy	Health & Safety	C103	061 20(4914)
Mary O' Brien	Human Resources	R101a	061 20(4505)
Elaine Mulqueen	Information Compliance	Room 108	061 20(4511)
Emma O' Connor	Library	LG2a	061 20(4370)
Maureen Mc Arthur	Library	LG2a	061 20(4370)
Louise Donlon	Lime Tree Theatre	T2.09	061 77(4772)



### LIST OF DEFIBRILLATOR OPERATORS (Continued from pg. 142)

Caroline Donovan	Lime Tree Theatre	T2.09	061 77(4772)
Deirdre Flynn	Lime Tree Theatre	T2.09	061 77(4772)
Jay Kavanagh	Lime Tree Theatre	T2.09	061 77(4761)
Sadhbh McCoy	Lime Tree Theatre	T2.09	061 77(4772)
Susan Ryan	Lime Tree Theatre	T2.09	061 77(4772)
Donie Cronin	Maintenance/Gym	Tailteann	061 20(4375)
Liam O' Mahony	Maintenance	Maintenance	061 20(4997)
Anne Maree Mc Carthy	Medical Centre	T3.07	061 20(4343)
Helen O' Dea	Medical Centre	T3.07	061 20(4343)
Breda Halpin	Medical Centre	T3.07	061 20(4343)
Patricia Casserly	Placement Office	G31	061 20(4391)
Michelle Glasheen	Psychology Arts	R215	061 20(4939)
Emma Barry	Quality Office/MIREC	R205	061 20(4515)
Anne Murray-Browne	Research & Graduate School Office	M5	061 20(4977)
Joe Redington	Sports & Recreation	S101	061-20(4705)
Ann Marie Hayes	Student Services	112	061 20(4929)
Shirley Kearney	Student Services	112	061 20(4510)
Trish Kennedy	Student Services	112	061 20(4909)
Kathleen Leamy	Student Services	112	061 20(4921)
Dave Cuddihy	Students Union	SU Reception TARA	061 20(4907)
Niall Carmody	Students Union	SU Offices	061 20(4737)
Jack Daly	Students Union	SU Offices	061 20(4738)
Joe Carey	Tailteann	n/a	061 20(4306)
Deirdre Ní Chróinín	Physical Education	Tailteann	061 20(4553)
Niall Quinn	Visual Art	G24a	061 20(4530)

## APPENDIX 9: VDU SELF ASSESSMENT CHECKLIST



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<b>Title: SETTING UP YOUR WORKSTATION-CHECKLIST</b>		
	<b>Doc Number:</b>	MIC- 2009-01
	<b>Issue Date:</b>	January 2009

The following checklist is a step-by-step approach designed to be used when employees are located at a new workstation or whenever their tasks are changed to minimize the risk of a musculoskeletal disorder. While working at the computer it is also important to take regular breaks. Frequent short breaks should be taken for at least 5 minutes of every hour doing non computer related tasks. Meal breaks or rest periods should also be taken away from the computer.

If you cannot make the adjustment required to ensure your workstation is ergonomically set up, discuss with the Health and Safety Officer what alterations need to be made or ergonomic equipment purchased. For further advice, contact Caroline Duffy, on Ext. 4914.

### 1. CHAIR

The chair is the first piece of your workstation equipment that should be adjusted.

Refer to any instructions that are provided with the chair or have someone show you how to adjust the chair controls.

#### 1.1 SEAT

*Adjusted as per  
the guidelines  
-mark Y/N*

##### Height

Adjust the chair height so the feet are comfortably flat on the floor, the thighs are approximately horizontal and the lower legs approximately vertical (there should be minimal pressure on the underside of your thighs). The key is to not only have your feet flat on the floor (or supported by a foot rest) but also to have your thighs parallel with the seat pan so your legs form approximately a 90 degree (or greater) angle at the knees.

☐

##### Tilt

If your chair is able to tilt, initially set it horizontal and you may wish to tilt it slightly forward to improve comfort.

☐

#### 1.2 BACK SUPPORT

##### Height

The back rest should fit the curve of the lower back. It is important the back rest is not placed too low. Start by setting the height of the back rest to its maximum height. If it is not comfortable, lower the height by several centimeters and try the position. Repeat until the most comfortable position is found.

☐

##### Forward/ Backward position

The back rest should place a comfortable pressure on the lower back while seated in the usual working posture. It should not feel like it pushes you out of the seat or that you have to lean back too far to reach in. You should adjust the back angle of your chair so your trunk and upper legs form an angle somewhere between 94 -115 degrees.

☐





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### 1.3 ARM RESTS

Adjusted as  
per the  
guidelines  
-mark Y/N

- Arm rests are not recommended for computer based tasks unless they are well out of the way of the desk. In addition, when you assume the typing position with your arms resting comfortably at your side, the chair arms should be at a height where they just barely contact your elbows.
- If your chair does have arm rests, make sure they do not prevent you from getting as close to the desk as you require, impinge your elbows when working and that you do not lean down on them while typing. If your chair does have arm rests, remove them or replace them with a smaller or adjustable option.

☐
☐

## 2. DESKS

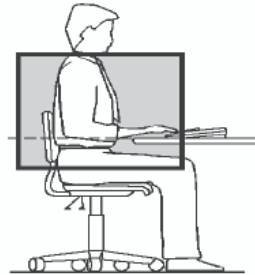
After adjusting your chair to suit your body size other adjustments can be undertaken starting with ensuring you are sitting at your desk correctly.

The instructions for the non-adjustable desk should be followed.

### 2.1 NON HEIGHT ADJUSTABLE DESK

Adjusted as  
per the  
guidelines  
-mark Y/N

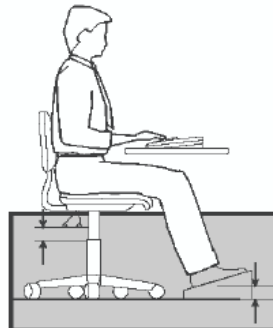
If the chair has been adjusted and the desk is higher or lower than the elbow, other forms of adjustment will be required.



*Desired sitting position at your desk*

#### Desk too high

- The height of the chair will need to be increased.
- Raise the chair and use a footrest to ensure that your thighs are approximately horizontal and the lower legs approximately vertical and feet are on a flat surface.

☐


*Increase the height of the chair and use a footrest if the desk is too high*

#### Desk too low



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- If the desk cannot be modified to the correct height, a new ergonomic desk will be required.

### 2.3 UNDER DESK CLEARANCE

- The space under the desk should be kept as clear as possible.
- Computer hard drives, boxes, files, bins and mobile draw units if stored under the desk can interfere with leg space and force you to adopt an awkward or twisted posture.

☐

## 3. COMPUTER SET UP

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The set up of the computer should be considered following the correct positioning of the desk and chair.

### 3.1 KEYBOARD

#### Angle

- The wrists should remain in a neutral position when typing.
- Tilt the keyboard, using the feet at the back, to find your ideal position. The common setting is where the feet are lowered so the keyboard sits flat on the desk.

☐

#### Position on desk

- The keyboard should be as close to the front of the desk as possible.
- Do not place documents between the keyboard and the front edge of the desk when typing.
- Ensure there is room to put the keyboard to one side when it is not in use.

☐

#### Use

- When keyboarding, upper arms and elbows should be close to the body with forearms, wrists and hands held straight in a neutral position (the forearms should be at 90 degrees to the upper arm).

☐

### 3.2 MOUSE

#### Position on the desk

- The mouse pad should be placed as close to the keyboard as possible and at the same height as the keyboard to minimize over-reaching action.
- If you use the mouse frequently, consider learning to use it with both the left and right hand to improve comfort (place on left and right hand side of the keyboard).

☐

#### Use

- Hold the mouse loosely, keeping your wrist relaxed and neutral, not bent.
- Use your whole arm and shoulder to move the mouse, not just your wrist.
- A gel wrist rest mouse pad can be used if pain is experienced in the wrist and forearm.

☐

### 3.3 VISUAL DISPLAY UNIT (VDU)

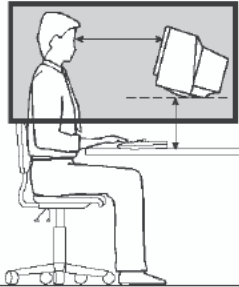
#### Height

- The screen should be positioned so that the top of the screen is level with, or slightly lower than your eyes, when you are sitting upright.
- If the screen is not high enough, phone books can raise the height temporarily. An adjustable platform to position the monitor on should be purchased as a permanent measure.
- If the screen is too high and if it is resting on the computer hard drive, remove the hard drive and position the monitor on the desk.
- If you wear bi-focal glasses, ensure the monitor position does not cause you to bend your neck.

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*Desired position of screen*

**Distance from eye**

- The screen should be approximately an arms length away from your usual seated position at the workstation.
- Trial this position and move further away or closer as required.

☐

**Positioning the screen**

- The screen should be placed in front of you to avoid glare or reflections from windows and overhead lights. A glare guard can be used to minimize the glare on the screen if the screen cannot be repositioned.
- In most cases the screen should be directly in front of you unless you are doing continuous data entry and the source document is observed more than, or the same amount as, the screen. In this circumstance, the document holder should be placed directly in front of you and screen slightly to the side OR the document holder in a similar position to the screen where it is slightly to one side and you look evenly between the two.

☐

## 4. OTHER DESKTOP ACCESSORIES

### 4.1 DOCUMENT HOLDER

- Reading documents resting on the surface of the desk for prolonged periods may cause neck and shoulder strains through the adoption of poor posture.
- The need for a document holder depends on the type of work you undertake. If your work does not involve referring to reference material or data entry a document holder is probably not necessary.
- There are two major types of document holders that can be used depending on the work that you are doing, the 'A-frame' or 'swivel arm' holders.
- An A-frame holder rests on the desk and can be set at different angles. It can be positioned between the screen and keyboard and is often used to position heavier reference material.
- A swivel-arm holder suspends the document above the desk and should be adjusted to be next to the screen so that it is the same visual distance from the usual and the same height as the screen. It is ideal for work involving data entry or transcribing documents.

☐

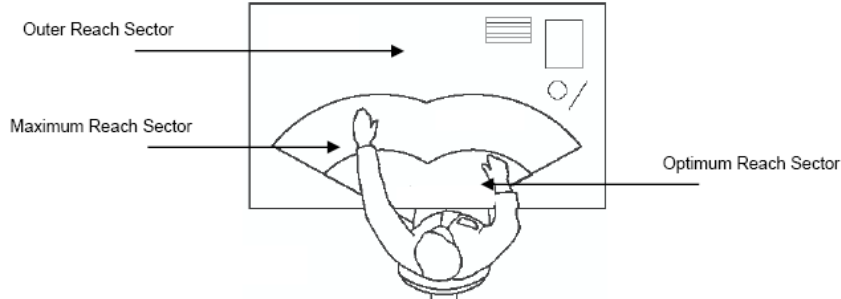
### 4.2 OTHER DESKTOP ITEMS

- High use desktop items should be placed in the optimum to maximum reach sector (see diagram below) to ensure that excessive reaching or stretching is avoided.

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*Workspace layout guidelines*

#### 4.3 TELEPHONE

- The telephone should be positioned within, or at the limit of, the Optimum Reach Sector, depending on the amount of use. You should not have to bend your trunk to grasp the handset.
- Place the phone on either the left or right hand side accordingly to personal comfort. If you are making a lot of calls, it is best to place the telephone on the same side as the dominant hand. If you are mostly receiving calls, it may be more comfortable to place the phone on the non-dominant side.
- If you frequently type/ write while on the phone, you should consider the use of a headset to keep both hands free.
- Ensure that you hold the phone with your hand and do not rest it on your shoulder and bend your neck awkwardly.



#### 4.4 IN TRAY

- In trays should be positioned in the Outer Reach Sector and should not be above shoulder height (when seated).



#### 4.5 STATIONERY

- Stationery should be stored in the Outer Reach Sector or in the top desk draw.

#### 4.6 REFERENCE BOOKS AND FOLDERS

- Large or heavy reference books or folders if used regularly should be stored within close reach or in a nearby position where you have to stand to access them.
- Such items should not be handled at the limit of your reach when seated, as this will increase the risk of an injury.



## Appendix 10: Manual handling instructions

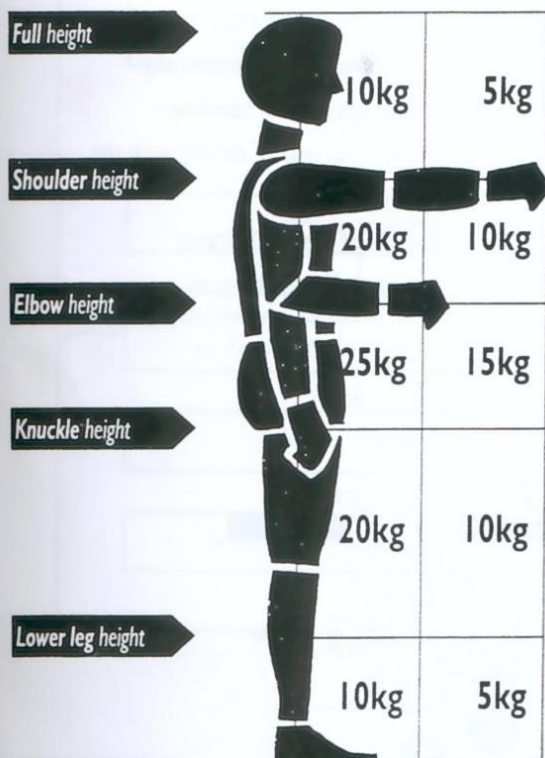
### section 2

continued

### *what are the maximum weights to be lifted?*

There are no longer any absolute weight limits – for the simple reason that there are too many other factors involved – these risk factors have already been covered.

### *guideline weights*



### *key risk factors are*

- excessive fatigue
- bad posture – cramped, restricted areas
- heavy loads
- repetitive bending or twisting
- frequent lifting

However, this diagram indicates guideline weights for lifting and lowering for an adult male (fit and healthy) in the best working conditions. For a female all weights should be reduced by one third.

### *twisting*

If a lifting task includes twisting there is a considerable increase in the chance of injury.

### *frequent lifting or lowering*

These guideline weights assume up to 30 leisurely operations an hour – where the pace of work isn't forced, there are adequate pauses to rest and the load isn't held for any length of time.

The weights must be reduced if the operation is repeated more often

- by 30% if repeated once or twice per minute
- by 50% if repeated five to eight times per minute
- by 80% if repeated more than twelve times per minute.

89

## Appendix 11: Glossary of terms

**Accident** – an accident can be described as an unplanned event or action that results in undesired consequences, e.g. injury, ill health, damage to the environment, damage to or loss of property, plant and materials.

**AED** - An Automated External Defibrillator (AED) is used to treat victims of sudden cardiac arrest. Defibrillators - also known as “Automatic External Defibrillator” (AED) - are used to administer an electric shock to a person who is having a cardiac arrest.

**Contractor** means any individual, employer or organisation whose employees undertake work for Mary Immaculate College.

**Control Measure** means a process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunities. (NOTE: The word "control" may also be applied to process design to provide reasonable assurance regarding the achievement of objectives.)

**Hazard** means a source or a situation with the potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

**Hazard identification** means the process of recognising that a hazard exists and defining its characteristics.

**Incident** – an incident is the sequence of events or actions that produces that accident. All accidents are incidents. However the definition of an incident is wider in that it also includes dangerous occurrences and near misses.

**Near Miss** - A near miss is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

**Safety, health and welfare** means occupational safety, health and welfare in the context of preventing accidents and ill health to employees while at work.

**Ill health** includes acute and chronic ill health caused by physical, chemical, or biological agents as well as adverse effects on mental health.



**Incident** means an unplanned event, with the potential to lead to an accident.

**Risk** means the likelihood that a specified undesired event will occur due to the realisation of a hazard by, or during work activities. A risk always has two elements: the likelihood that a hazard may occur and the consequences of the hazardous event. The number of people exposed as well as how often also determines risk.

**Risk assessment** means the process of evaluating and ranking the risks to safety, health and welfare at work arising from the identification of hazards at the workplace. It involves estimating the magnitude of risk and deciding whether the risk is acceptable or whether more precautions need to be taken to prevent harm.

### **Employee – Signed Declaration**

Section 20(3) of the Safety, Health and Welfare at work Act, 2005 states:

Every Employer shall bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely to be understood, to the attention of –

- (a) His or her employees, at least annually and, at any other time, following amendment in accordance with this section,
- (b) Newly recruited employees upon commencement of employment and
- (c) Other persons at the place of work who may be exposed to any specific risk to which the Safety Statement applies.

Each employee of the College is required to sign a statement as follows:

I confirm that the Safety Statement of Mary Immaculate College has been brought to my attention and I agree to co-operate in the implementation of all Health and Safety policies.